

# ***Army National Guard Enlistment Program***



## ***FY-07 Enlistment Criteria***

# SUMMARY of CHANGE

This revision includes all updates from the previous FY-06 ECM with Change 1 posted and includes:

## ❖ **Changes have been bolded**

- Allows CAT IVs with one misdemeanor to enlist (para 2-7a(5)(a))
- Clarifies that Army waiver is authorized (para 2-8d)
- Updates standards for enlisting High School Juniors and the number of days to ship to IADT (para 2-10)
- Updates documents authorized to be used (paras 2-15b(2)(c); para 2-16b(3); para 2-18e(6); para 2-22e(3)(g))
- Updates use of medical treatment facility and physical requirement for IRR Soldiers (para 2-18)
- Moves para 2-25c to Line 38 of Table 2-1
- Allows GNPS to enlist for same periods of service as NPS (para 2-30)
- Updates standards for pending traffic offenses (para 2-38b)
- Updates how to treat a conviction deemed a felony by the State (para 2-40)
- Updates how to treat charges that are dismissed (para 2-40d(4))
- Incorporates definition of Pardon (para 2-40d(5))
- Updates when a PS Soldier is authorized a retest (para 2-42c)
- Changes the number of days to wait to 30 days (para 2-42d)
- Changes authority for waiting period exceptions to NGB-ASM (para 2-54)
- Updates Sunset Rule (para 2-57)
- Updates Section XII for enlistment through the RCCC and other Active Components and incorporates the use of the NGB Form 7249 (paras 2-107, 2-108, and 2-109)
- Adds Figure 2-9 NGB Form 7249
- Updates the 09L Enlistment Option standards (para 3-37)
- Updates GED Plus enlistment option (para 3-41)
- Updates College First enlistment option (para 3-48)
- Includes enlistment of Young Marines as PV2 (Table 2-2)
- Updates dollar amounts in Table 2-3, Lines 5, 6, 98, and 123
- Updates Waive authority level in Table 2-4
- **Update definitions for Glossary Prior Service and Non-Prior Service**

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This criteria prescribes policies, procedures and eligibility standards for the enlistment of persons with prior service (PS) or non prior service (NPS) into the Army National Guard of the United States (ARNGUS). It also prescribes policy for the reenlistment of an applicant with prior ARNGUS or Air National Guard (ANG) service. This criteria examines:

- a. Applicant processing
- b. Basic qualification for enlistment
- c. Waivers and approval levels
- d. Enlistment/reenlistment pay grades, periods of enlistment, and special options

#### **1-2. References**

Prescribed forms are listed in the corresponding paragraph.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are defined in the glossary. For the purpose of this enlistment criteria, the term "Adjutant General" and its abbreviation "AG" refers to the Adjutants General of the individual States/Commonwealths, Puerto Rico, The Virgin Islands, the Commanding General of Rhode Island and the Commanding General of the District of Columbia.

#### **1-4. Responsibilities**

- a. Chief, National Guard Bureau (CNGB). The CNGB has overall responsibility for developing and maintaining policy and programs for ARNGUS enlistments.
- b. State Adjutant General (AG). The AG is responsible for the recruitment and enlistment of qualified individuals of all races, creeds, sex, ethnicity, and religious backgrounds into the ARNGUS.

#### **1-5. Recruiting objectives**

ARNGUS enlistments are restricted to the quantity and quality objectives published annually by the National Guard Bureau (NGB) in a fiscal year (FY) enlistment criteria memorandum. The objectives are assigned to each State and territory based on its force structure, projected personnel needs, training base capabilities, fiscal resources, authorized strength levels, and national policies affecting force content and composition. The ARNG Enlistment Criteria Memorandum (ECM) takes precedence over NGR 600-200, chapters 1 through 4.

#### **1-6. Authority**

Except as specifically provided by law, establishment of qualifications for enlistment in the ARNGUS is the prerogative of the Secretary of the Army (SA). **States wishing to supplement and/or request changes to this enlistment criterion must submit a written request to NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.**

#### **1-7. Penalties for violating this criteria**

- a. Military personnel who violate or fail to comply with this criteria are subject to disciplinary action under State Military Code or Uniform Code of Military Justice (UCMJ) whichever is applicable.
- b. Department of the Army (DA) civilians (DAC) or State employees who violate or fail to comply with this criteria are subject to disciplinary action under the proper Office of Personnel Management (OPM) regulation or State regulations.
- c. When violations occur, commanders will consider initiating disciplinary action against military personnel, DACs, or State employees.

#### **1-8. Eligibility**

- a. Eligibility for enlistment is based on an applicant's ability to meet all requirements of this criteria, special criteria periodically imposed by CNGB, and additional requirements imposed by Federal and State law.
- b. Personnel who process applicants for enlistment will use the utmost care to procure qualified personnel. If a waiver is required for enlistment, applicants will not be accepted before approval of the required waiver.
- c. Applicants must be available and able to participate satisfactorily with their units/**Recruit Sustainment Program (RSP)**. They must also be available for immediate order to duty if required to support a disaster, civil disturbance, military training and missions, or a threat to national security. In this respect, consideration will be given to the following:
  - (1) Normal commuting times and distance to civilian job
  - (2) Frequency of past relocations of residence
  - (3) Future plans
  - (4) Possible conflicts with civilian occupation
  - (5) Past performance as a military member, if applicable
- d. Applicants must understand that responsibility for their dependents in no way reduces or relieves them of their obligation to the ARNGUS service. (See AR 600-20)
- e. Applicants will not be enlisted if there is any doubt as to:
  - (1) Qualification

- (2) Ability to participate satisfactorily in regularly scheduled training and annual training
- (3) Availability for state National Guard duty
- (4) Availability for required exercises, operations, and missions as a member of the ARNGUS

#### **1-9. Determination of eligibility**

- a. Applicants are eligible for processing for enlistment in the ARNGUS if they meet:
  - (1) Basic qualification standards (see chapter 2, section I for NPS/GNPS and chapter 2, section II for PS)
  - (2) Minimum aptitude scores
  - (3) Minimum physical qualifications (AR 40-501)
- b. Applicants with a waivable disqualification may not continue to process for enlistment until such waiver is approved, except for applicants requiring a CNGB level waiver.
- c. Applicants with non-waivable disqualifications will be rejected.

#### **1-10. Enlistment eligibility for special units or branches**

- a. Enlistment of NPS or PS applicants in units or branches specified below will be under the reference shown as well as this criteria. Soldiers not qualified for special assignment after enlistment may be reassigned without consent to another branch or unit for which they qualify. A change to the enlistment contract is not required.
  - (1) Military intelligence, signal intelligence, electronic warfare, and signal security units.
  - (2) Military police detachments (criminal investigation): AR 195-3.
  - (3) Special Forces: AR 614-200.
- b. Alien applicant may not enlist for any MOS requiring a security clearance.

#### **1-11. Position vacancy**

- a. All applicants will be enlisted into authorized position vacancies. A position under the "authorized" column of the MTOE/TDA (by paragraph and line number) is a valid vacancy if-
  - (1) It is vacant and there are no qualified excess Soldiers in the unit that may be assigned to the position, or:
  - (2) The position will be vacated within 12 months of the applicant's date of enlistment.
- b. Applicants may enlist into position vacancies in newly approved MTOE/TDA authorization or reorganization documents that have a projected effective date, or upon receipt of a carrier UIC, (newly activating unit).

#### **1-12. Assignment restrictions**

- a. Female applicants will not be enlisted or assigned to any unit position closed by the Direct Combat Probability Code (DCPC) Policy. (This includes closed MOSs in TDAs.) Positions, MOSs and units can be opened to women identified in MTOE/TDA document or NGB message. DA policy states that all positions in TDA organizations are open to women except those closed by DCPC policy. States requesting exceptions to this policy for individual positions will submit request per AR 600-13.
  - (1) When a female Soldier's unit is relocated, she may be assigned to a closed unit up to 1 year if there is no authorized vacancy in her residential geographical area.
  - (2) Females will not be enlisted into open units with the intent of attaching them to closed units.
  - (3) Female applicants will not be enlisted or assigned to any MOS closed to females. See DA PAM 611-21.
- b. Applicants will not be enlisted without their written consent for a unit located beyond a reasonable commuting distance, i.e., 100 miles (one way) when the unit conducts 4 drills on 2 consecutive days and government meals and quarters are provided, or 50 miles (one way) if the preceding conditions do not apply. If the applicant lives outside of a radius of 100 or 50 miles, the following statement will be placed in the remarks section of the DD Form 1966: "I understand that the unit into which I am enlisting is farther than the reasonable commuting distance as defined in AR 135-91, paragraph 5-5."

#### **1-13. Definition of ARNGUS service and valid enlistment agreement**

- a. Personnel become enlisted Soldiers of the ARNGUS by completing the DD Form 4 series and executing an oath of enlistment when applying from civilian status, or from another military service of the United States, either active or reserve.
- b. Service in the ARNGUS is either statutory or contractual as defined in paragraph 1-14.
- c. The DD Form 4 series with all required accompanying documents is the only valid enlistment agreement that exists between the Soldier and the ARNGUS. For continued ARNGUS membership, see NGR 600-200, chapter 7.
- d. A transfer or reassignment order is a personnel management action. The transfer order can never alter the enlistment terms or replace the enlistment agreement.

#### **1-14. Statutory and contractual obligations**

- a. All personnel incur an 8-year statutory obligation (MSO) upon initial entry into the Armed Forces (10 USC 651). (See AR 135-91)
- b. A contractual obligation is a signed contract to serve on Active Duty (AD) in a Reserve Component (RC) or both as indicated in (1) through (3) below. A contractual obligation may run concurrently with the statutory obligation or it may extend past the statutory obligation. The Selected Reserve Contractual Obligation is that portion of military service which is to be served in a unit of the Selected Reserve.



(1) Service on AD, in a RC (or both) for a stated period. Applicants voluntarily enter a military contract when they complete the oath of enlistment and sign the DD Form 4 and related documents. The enlistment is under the terms of law and regulation in effect when enlisted.

(2) Ready Reserve service, AD, or Active Duty for Training (ADT) extending past the statutory service obligation. This obligation may be acquired through a voluntary contract by:

(a) Soldiers who were discharged before completing their statutory obligations and their MSOs have been terminated per AR 135-91, paragraph 2-6.

(b) Those who reenter the active or reserve forces incur a contractual obligation of their original MSO (6 or 8 years) less the number of years, months and days served during previous enlistments or appointments. The minimum period of service after reentry is 1 year.

(3) Service for a specified time upon signing an extension of enlistment or reenlistment.

c. Service in the Delayed Entry Program (DEP) for enlistment effective on or after 1 Jan 85 will not be used to determine pay. However, service in the DEP is creditable toward the MSO.

#### **1-15. Referral of applicants to higher headquarters**

Recruiting procurement personnel will resolve cases locally or request data or assistance through the chain of command. Accordingly, applicants will be advised that visits, calling or writing the Chief, National Guard Bureau is not authorized nor will calling expedite their application.

#### **1-16. Persons receiving disability pensions or compensation from the Department of Veterans Affairs**

a. PS personnel receiving disability pension or compensation may be accepted for enlistment provided:

(1) They are qualified for enlistment, which includes approved medical waivers.

(2) They waive, for the remainder of the current fiscal year and upon commencement of each fiscal year thereafter, that portion of their benefits for the days for which they receive Federal pay and allowance for service as members of the ARNGUS, or they waive ARNGUS pay and allowances. See procedures for waiving dual payments contained in NGR 37-104-3.

b. The enlistment of individuals permanently retired by reason of physical disability, age, or upon retirement from active duty length of service under Title 10, United States Code, section 3914 or 3917, is not authorized. No waivers or exceptions are authorized.

c. Use DA Form 3053 (Declaration of Benefits Received and Waivers) or VA Form 21-8951 (Declaration of Benefits Received and Waivers) for persons receiving disability pensions or compensation from the Department of Veterans Affairs.

#### **1-17. Persons requiring special authority for enlistment**

The following personnel may be enlisted if they sign a statement placed in the remarks section of the DD Form 1966 series which reads: "I waive my exemption from militia duty under Title 10 United States Code, section 312(a)". The following is cited from U.S. Code section 312 :

##### **"312. Militia duty: exemptions**

a. The following persons are exempt from militia duty:

(1) The Vice President

(2) The judicial and executive officers of the United States, the several States and Territories of (Puerto Rico, the U.S. Virgin Islands, Guam, and the District of Columbia)

(3) Members of the armed forces, except members who are not on active duty

(4) Customhouse clerks

(5) Persons employed by the United States in the transmission of mail

(6) Workers employed in [weapons] armories, arsenals, and naval shipyards of the United States. Note: Does not apply to those employed at National Guard armories

(7) Pilots on navigable waters

(8) Mariners in the sea service of a citizen, or a merchant in the United States"

#### **1-18. Lautenberg Policy**

a. The Lautenberg Convictions Policy applies to all NPS, GNPS, and PS applicants. Paragraph 3.A.C of the HQDA Message dated 23 Oct 03 states that "...a felony crime of domestic violence adjudged on or after 27 Nov 02, shall be considered a qualifying conviction for the purposes of this message..."

(1) Applicant(s) with Misdemeanor convictions of domestic violence. Lautenberg is retroactive. Regardless of when the conviction occurred, Soldiers may not enlist or reenlist with this type of conviction because the Soldier is forbidden from carrying a weapon.

(2) Applicant(s) with Felony convictions of domestic violence occurring on or after 27 Nov 02. According to DoD policy, any person with this type of conviction is prohibited from carrying a weapon, thus they are ineligible to enlist or reenlist. DoD policy contains guidance regarding administrative procedures.

(3) Felony convictions of domestic violence occurring prior to 27 Nov 02. According to DoD policy, these Applicant(s)/Soldier(s) do not have a "qualifying conviction", accordingly, they may still carry a weapon.

b. Prior service Soldiers may reenlist without adverse policy effects.

c. NPS applicant(s) are ineligible to enlist with a felony conviction without a waiver. Additionally, an applicant who had a juvenile felony conviction of domestic violence that was adjudged prior to 27 Nov 02 may request a waiver for enlistment.

d. Waivers: The approving authority for this waiver will be NGB-ARH. Requests will be processed the same as requests for exception to policy per the Enlistment Criteria Memorandum (ECM). Requests must be sent through the Guidance Counselor Review System and must include all documentation related to the conviction. The applicant's letter must be detailed and explain any applicable punishment and/or rehabilitation they have received as a result of the conviction. The applicant must meet all other standards of the ECM and must have final disposition of their case and waited the applicable waiting period prior to applying for enlistment.

## Chapter 2 Army National Guard Enlistment Program

### Section I

#### Basic Qualifications and Verification for Enlistment, Non-prior Service/Glossary Non-prior Service (NPS/GNPS) Applicants

##### 2-1. General

- a. Enlistment of qualified applicants is a primary goal of all personnel involved with processing applicants for enlistment.
- b. Documents used to verify enlistment eligibility will be legible and in English. Copies of verification documents will be forwarded with the enlistment packet to the Military Entrance Processing Station ARNG Guidance Counselor (MEPS-GC) for final processing. MEPS-GCs may require original source document(s) if there is any question to the validity. MEPS-GCs will scan the source documents using the Army Recruiting Information Support System (ARISS). All photocopies of source documents used to verify enlistment eligibility will be stamped "Official True Copy" by the recruiting representative. Remind applicants, as soon as copies are made, which documents they will need to establish benefits upon arrival at the reception battalion. All original documents will be returned to the applicant.

##### 2-2. Basic eligibility standards for all NPS and GNPS applicants

Applicants for enlistment must meet eligibility criteria in this chapter and any other prerequisites for the MOS in which enlisting. All provisions in this chapter applicable to NPS applicants also apply to GNPS unless specifically noted. Enlistment standards outlined in text or tables that do not apply to GNPS are annotated as such. See "Glossary of Terms for definitions of NPS, GNPS, and PS.

##### 2-3. Age

- a. **STANDARD:** Applicants are eligible for enlistment if they are -

**(1) 18 years of age and less than 42 years of age. NPS personnel enlisting under this policy must ship onto IADT on or before their 42<sup>nd</sup> birthday.**

(2) 17 years of age, have not reached the 18th birthday, and DD Form 1966, Section VII (Record of Military Processing-Armed Forces of the United States) has been properly completed.

(a) Recruiting procurement personnel will obtain parental or guardian consent for applicants who have not reached their 18th birthday. Consent will not be obtained prior to 7 days before the 17th birthday. Parental or guardian consent must be obtained prior to the MEPS physical examination.

(b) Enlistment is not authorized if one of the parents objects. However, if only one parent has custody of the minor (either by divorce or other court order), then only the custodial parent or guardian must sign.

(c) Use DD Form 1966, Section VII to obtain written consent to enlist. If the applicant has neither parents nor guardian, or is married, separated or divorced, enter a written statement to this effect in the remarks section of the form and the applicant can enlist without parent or guardian consent. (See (h) below.)

(d) Both parents must sign the form in the presence of a service representative who is an officer, NCO, or civilian employee of any service or component. Any signature that cannot be obtained in the presence of one of these representatives must be notarized. Exception for one signature is allowed if the other parent is absent for a prolonged period of time (three months or more). When only one parent signs the form, explain the reason for the absence of the other parent in the remarks section of the form. RRNCOs will list in the verification block the documents used to substantiate the single signature. They also will witness and sign the form next to the signature of the person making the statement.

(e) If minor applicants are married, separated or divorced from spouse, then applicant will enter a statement to that effect in section VI, Remarks, DD Form 1966.

(f) If an applicant has been made a ward of the court under state or Federal law, or has been placed in the control and custody of other than the natural parents, then the agency or the court appointed custodial agency must sign for the applicant's processing and enlistment.

(g) Applicants who have been emancipated either by court order or who have neither parents nor guardians, may be processed for enlistment. Attach any court document(s) to DD Form 1966 and process the applicant. (See (h) below.)

(h) Where applicable, a minor applicant may attest to the following in section VI, **"I have neither living parent(s) nor other guardian entitled to my custody and control."** A commissioned officer will attest to and sign next to the following statement, **"The applicant has met the burden of proof that neither parental nor guardian custody or control exists."**

- b. **DOCUMENTS:** Use the following documents to verify eligibility:

(1) Birth certificate (including hospital or delayed birth certificate, hospital record of birth, adoption certificate or court record) and must indicate city and state.

(2) Written statement from State Registrar or similar official. Documents must be original or notarized copies.

(3) Immigration and Naturalization Service (INS) Form I-551 (Alien Registration Receipt Card) or INS Form N560 (Certificate of Citizenship).

(4) Foreign Service (FS) Form 545 (Certificate of Birth) or Foreign Service (FS) Form 240 (Counselor Report of Birth Abroad).

(5) Department of State (DS) Form 1350 (Certificate of Birth).

(6) U.S. Passport, unaltered and originally issued.

(7) Any other Federal document issued by the U.S. Government, with a raised seal affixed that shows applicant's full name and date of birth.

(8) AE Form 360 (Report of Birth Abroad of a U.S. Citizen).

(9) DD Form 372 (Request for Verification of Birth) may be used when undue delay in receipt of birth certification will cause excessive processing time (except immigrant aliens). Record name, title, and phone number of official supplying the information on DD Form 372.

(10) If age cannot be verified by one of the above, a sworn statement from one or both parents or guardian supported by a notarized copy of school record may be used.

c. **WAIVERS:** None

## **2-4. Citizenship (includes GNPS)**

a. **STANDARD:** Applicants are eligible for enlistment if any of the following apply:

(1) Citizens of the United States. Persons who were born in the 50 United States and commonwealths, Guam, Puerto Rico, the U. S. Virgin Islands, the District of Columbia, or who were born abroad on a military installation, or born abroad of parent(s) who are U.S. citizens. All Native Americans and Native Americans who commute between the United States and Canada are U.S. Citizens.

(2) Immigrant aliens who have been lawfully and permanently admitted to the United States are eligible for enlistment, however they may not enlist in an MOS requiring a security clearance. (See chap 7, NGR 600-200). Aliens who have been admitted on a temporary basis are not eligible for enlistment (i.e. student visa, work only visa, or admitted seeking asylum without permanent status).

(3) National of the United States. A native of American Samoa is issued a birth certificate that indicates the village of birth followed by the words, "American Samoa". Citizens of American Samoa are U.S. Nationals.

(4) Citizens (to include naturalized citizens) of the Federated States of Micronesia (FSM), Republic of Palau (ROP) and the Republic of the Marshall Islands (RMI).

(5) Panamanians: Per section 1403, Title 8, U.S. Code, persons born in the Canal Zone on or after 26 February 1904 whose father or mother was or is a U.S. citizen at the time of their birth are declared U.S. citizens. A person born in the Republic of Panama whose father or mother as described above are employed by the U.S. Government or the Panama Railroad Company or its successor in title, is declared to be a U.S. citizen through one or both parents or through normal immigration and naturalization procedures. Proof of applicant's citizenship is verified by presenting one of the documents in b below.

(6) Foreign Nationals: Persons other than U.S. citizens or lawfully admitted permanent resident aliens per (2) above who are not authorized to enlist per section 3253, Title 10, U.S. Code, except citizens (including naturalized citizens) of the Federated States of Micronesia (FSM), encompassing Yap, Truk, Ponape and Kosrae; the Republic of the Marshall Islands (RMI) encompassing Kwajalein, Majuro, and Ebeye Islands, and the Republic of Palau (ROP). The following applies to FSM, RMI and ROP citizens:

(a) They do not require permanent resident or other documents normally associated with legal resident verification.

(b) Verification is by birth certificate or FSM, RMI or ROP passport or government ID card or FSM, RMI or ROP Naturalization Certificate or official letter from local FSM, RMI or ROP government office or Trust Territory Passport, if currently residing in the U.S. The document must show island of birth.

(c) Authority to enlist is per the Compact of Free Association between the new nations and the United States of America. Enlistment is authorized for any unit, MOS or program, including those that require a security clearance.

(7) Citizens of the Commonwealth of the Northern Marianas Islands (Rota, Saipan, and Tinian) are U.S. citizens.

(8) Applicants who are not yet citizens must meet the citizenship standards of this paragraph and obtain U.S. citizenship in order to remain in the ARNGUS for more than 8 years of service (upon completion of their MSO).

(9) Applicants who possess dual citizenship cannot enlist as both an alien and a citizen. They must choose and declare citizenship of one country and renounce the other. Applicants must have legal permanent resident alien status (thereby renouncing U.S. citizenship) or have filed for proof of U.S. citizenship (thereby renouncing the non-U.S. citizenship).

(10) Questionable cases of citizenship will be referred through the MEPS GC to NGB-ARH for clarification and final determination.

b. **DOCUMENTS:** Use the following documents to verify eligibility:

(1) Birth certificate (including hospital certificate, delayed birth certificate or hospital record of birth) and must indicate the city and State in which born.

(2) Written statement from State Registrar or similar officials. Documents must be original or notarized copies.

(3) Immigration and Naturalization Service (INS) Forms:

– INS I-551 (Alien Registration Receipt Card) ~~or INS overstamp of admittance to US as a permanent resident alien (unexpired).~~

– Foreign passport (current) over-stamped with "processed for I-551, temporary evidence of lawful admission for permanent residence, valid until (specified date)"

– INS N-560 / N-561 (Certificate of Citizenship)

– INS Form N-550 / N-570 / N-578 (Naturalization Certificate)

– INS I-181 (Lawful Admission for Permanent Residence for American Indians born in Canada)

(4) U.S. Passport unaltered and originally issued.

(5) Any other Federal document issued by the U.S. Government with a raised seal affixed and which shows the applicant's full name and date of birth.

- (6) AE Form 360 (Report of Birth Abroad of an U.S. Citizen).
  - (7) Department of State (DS) Form 1350 (Certificate of Birth)
  - (8) Foreign Service (FS) Form 545 (Certificate of Birth) or Foreign Service (FS) Form 240 (Counselor Report of Birth Abroad)
  - (9) DD Form 372 (Request for Verification of Birth) may be used (except immigrant alien). Enter name, title, and phone number of official supplying the information on DD Form 372.
  - (10) Panamanians must produce a birth certificate issued from the Canal Zone. If the certificate does not clearly establish that citizenship has been derived to qualify for enlistment, applicant must verify U.S. citizenship by presenting one of the forms listed above.
  - (11) Citizens of the FSM, ROP or RMI are issued a birth certificate. This document may be used or FSM, ROP or RMI passport, Government identification card, naturalization certificate or official letter of identity from local Government officials.
  - (12) Permanent Alien Registration. Verification using INS Form G-845 is required if applicant cannot present as proof INS Form I-551, or INS over-stamped authorization pending receipt of I-551.
- c. **WAIVERS:** None

## 2-5. Name and Social Security Number (SSN)

- a. **STANDARD:**
  - (1) Applicants are eligible to enlist using legal name, court ordered name change, or a preferred enlistment name (see para 2-5b(1)(f)).
  - (2) Applicant must have a verifiable SSN before processing, testing or enlistment.
  - (3) Applicants categorized as permanent resident aliens must enlist using the name listed on their INS Form I-551.
- b. **DOCUMENTS:**
  - (1) Use one of the following documents to verify the applicant's name:
    - (a) Birth certificate.
    - (b) Driver License.
    - (c) Social Security Card.
    - (d) Naturalization Certificate.
    - (e) Court Order.
    - (f) Item 39, DD Form 1966 if a preferred enlistment name is used. The preferred enlistment name must reflect name on the SSN card.
    - (g) INS I-551 (Alien Registration Receipt Card).
  - (2) One of the following documents must be used to verify SSN:
    - (a) Social Security Card.
    - (b) SSA 7028.
    - (c) Printout from Social Security Administration verifying SSN (Soldier will be required to have the original SSN card or printout from Social Security Administration (SSA) in their possession when shipping to IADT/IET)
    - (d) DD 214/215
- c. **WAIVERS:** None

## 2-6. Education

- a. **STANDARD:** The education standards are announced annually in the Fiscal Year Enlistment Criteria Memorandum. To assist ARNGUS recruiting personnel in determining the education level of applicants, the following criteria for each level of education are provided. Applicants must meet one of the following:
  - (1) High School Diploma Graduate (HSDG). A diploma or official certified copy of the transcript issued to an individual who has completed a 12-year/grade attendance based program of classroom instruction. The diploma must have been issued from the school where the individual completed the program requirements. Applicants who have completed secondary school requirements and failed a State Department of Education "exit exam" are eligible for enlistment, provided they possess a "certificate of completion" (does not exclude certificate of attendance) and a transcript or letter from a school official verifying that all requirements of a secondary education have been met.
  - (2) High School Diploma Graduate via Adult Education (HSDG). A secondary school diploma awarded based on attending and completing an adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post-secondary institution. The diploma must have been issued as a result of classroom attendance and not issued solely based on a test.
  - (3) High School Diploma Graduate via Semester Hours (HSDG). An individual who has attended an accredited post-secondary institution and has completed 15 semester hours or 22 quarter hours of college level credit or 675 clock hours from a post-secondary vocational-technical (VOTEC) institution.
  - (4) General Equivalency Diploma via ARNG Youth Challenge Program (GEDX). Applicants must have graduated from the Youth Challenge Program and successfully passed the GED. These applicants will be classified as Alternate High School Credential Holders (AHSCH) for purposes of enlistment.
- (a) **Applicants participating in the National Guard Youth Challenge Program to enlist in the Army National Guard (ARNG) prior to their completion of the NGYCP.**
- (b) **Eligibility. Applicants who attend or will attend the NGYCP will be authorized to apply for enlistment into the ARNG if they meet all of the enlistment criteria outlined in the ECM as well as the following eligibility criteria:**
  - (i) **Have an AFQT of 31 or higher,**
  - (ii) **Have completed the 9<sup>th</sup> grade,**

(iii) Provide a letter from the NGYCP site indicating the date which the applicant is expected to complete the NGYCP Residential Phase. The applicant must present a letter that indicates the completion date will be no later than 12 months from the date of enlistment into the ARNG.

(iv) Can commence Initial Active Duty Training (IADT) not later than 365 days from the date of graduation from the NGYCP. MEPS Guidance Counselors (MEPS GC's) will ensure that sufficient time is allotted after the projected NGYCP completion date to allow the recruit to attend a minimum of 3 months in drilling status in the Recruit Sustainment Program (RSP) prior to shipping to IADT.

(v) Are able to be in a deployable status (MOSQ) within 24 months from the date of enlistment. All applicants enlisting into the ARNG are required to be in a deployable status (MOS Qualified) within 24 months of enlistment. Prior to enlistment, MEPS GC's will ensure NGYCP applicants do not choose IADT schedules that when combined with their NGYCP attendance exceed the 24 month MOSQ requirement. Applicants whose NGYCP attendance and IADT time (specifically due to "split-training" or "split-option-training") exceed the 24 month requirement are not eligible for enlistment until this requirement can be met.

(c) Drill Attendance. Applicants who enlist under this option will be enrolled in the RSP but will not be required to attend weekend drills until they complete the NGYCP Residential Phase. Upon completion of the NGYCP Residential Phase, applicants will be required to attend at least three (3) RSP drill weekends prior to shipping to IADT.

(d) Education Requirement. Applicants who enlist under this option must complete their GED certificate prior to shipping to IADT. Applicants who do not complete their GED prior to shipping to IADT will be discharged from the ARNG.

(e) Failure to Ship. Applicants who enlist under this option who do not ship to IADT and have not attended any RSP drill weekends will be administratively discharged and will not count as a normal training pipeline loss.

(5) General Equivalency Diploma (GED) or (GEDH). This includes statewide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examinees may earn a certificate of competency or proficiency. A State or locally issued secondary diploma obtained solely based on such equivalency testing is not considered a High School Diploma. These applicants will be classified as Alternate High School Credential Holders (AHSCH) for purposes of enlistment.

(6) Occupational Program Certificate of Attendance (AHSCH). A certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. An applicant in this category must have at least completed 11 years of regular day school.

(7) Correspondence School Diploma (AHSCH). A secondary diploma or certificate awarded upon completion of correspondence school work, regardless of whether the diploma was issued by a correspondence school, a State, or a secondary or post-secondary educational institution. Diploma must have been issued by an accredited institution or by the state department of education.

(8) Home Study Diploma (AHSCH). A secondary school diploma or certificate typically awarded by a parent or guardian certifying that an individual applicant has completed his/her secondary education at home.

(a) In those States that require parents to notify the local school district that they are home schooling their children, the home school program must be certified by the respective State Department of Education.

(b) In those States that do not require parents to notify the school district that they are home schooling their children, the home school program must be certified by the parent, guardian, or home school association/organization. In addition, the home school certification submitted by these applicants must be sent to the State Education Services Officer (ESO) for further review and approval prior to enlistment.

(c) Enlistment of home-schooled juniors and seniors is authorized; document verification procedures are the same as above.

(9) High School Senior (HSSR). An individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 365 days. Applicants who enlist as a high school senior and drop out of school and do not receive a high school diploma or GED will be discharged.

(10) Currently In High School Junior (CIHSJR). High school student who has completed the 10th grade. Applicants who enlist as a currently in high school junior and who drop out of school and do not receive a high school diploma or GED will be discharged.

(11) Post secondary Degree Credentials are as follows:

(a) Associate Degree (ASSC) is a certificate produced by a 2-year program at a college, University, or Degree Producing Technical Institute.

(b) Professional Nursing Program (NURS) certificate produced in 3-year hospital school of nursing.

(c) Baccalaureate Degree (BACH) is a certificate produced by a 4-year college or university level program, other than First Professional Degree (PROF) in (d) below.

(d) Professional Degree (PROF) is a professional degree certificate awarded in such areas as Architecture, Chiropractic (D.S.C.), Podiatry (POD.D), Dentistry (D.S.C.) or (D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.), Pharmacy, Veterinary Medicine, Law (LLB or J.D.) and Theology (B.D.), Rabbi or other such Professional Degree title. Health Professional graduate students are not eligible to enlist (MD, DSC, etc).

(e) Master's Degree (MAST) is a certificate produced by a program of academic requirements beyond a BACH or PROF program, but below the Doctorate (DOCT) level.

(f) Post Master's Degree (PAS) is a certificate produced by a program of additional academic requirements beyond the MAST, but below a DOCT.

(g) Doctorate Degree (DOCT) is a certificate produced by a program of the highest academic achievement excluding PROF and Honorary Degrees.

(12) Foreign Credentials. Applicants who have completed high school or have college credits from foreign colleges or universities must have their documents evaluated and accredited by a State Board of Education, a State university or recognized university or college listed in the Accredited Institutions of Post-secondary Education book published by the American Council on Education (ACE) or by any organization who is a member of the National Association of Credential Evaluation Service (NACHOS).

(13) Other Exemptions: The following are exempt from evaluation requirement and their education documents will be treated in the same manner as any U.S. School.

- (a) American Samoa.
- (b) Canada.
- (c) Commonwealth of the Northern Mariana Islands.
- (d) Department of Defense Dependent School System.
- (e) Federated State of Micronesia.
- (f) Guam.
- (g) Overseas American-Sponsored Elementary and Secondary Schools assisted by the U.S. Department of State.
- (h) Republic of Palau.
- (i) Puerto Rico (notarized translation).
- (j) Republic of the Marshall Islands.
- (k) The United States Virgin Islands.

(14) High School Diploma Graduate via Occupational Program (Job Corps) Certificate (VOCT) (ED LVL code "C"). Any applicant who has completed at least 675 clock hours of post secondary vocational technical training from a Department of Labor Job Corps, regardless if the institution is listed in the AIPE, will be considered a HSDG. Applicants must present a letter or transcript from the Job Corps that reflects completion of 675 clock hours of vocational technical training along with either a GED certificate of completion or Job Corps certificate of completion.

**(a) Applicants who are participating in the Job Corps Program will be authorized to apply for enlistment into the ARNG if they meet the following criteria:**

**(i) Have not completed the required 675 clock hours.**

**(ii) Do not currently possess a GED certificate or Job Corps completion certificate.**

**(iii) Provide a letter from the Job Corps indicating date the Applicant is expected to receive their GED certificate or Job Corps completion certificate. Completion date must be no later than 12 months from date of enlistment.**

**(iv) Have completed the 9<sup>th</sup> grade attendance based program of classroom instructions and be able to provide documented proof of this completion.**

**(v) Complete the Job Corps training and receive their completion certificate and/or GED prior to shipping for IADT.**

**(vi) Have an AFQT score of 31 or higher on the ASVAB test.**

**(vii) Meet all other criteria outlined in the current ECM with Change 1, dated 1 February 2005 and will be assigned to a Recruit Sustainment Program unit until they ship for IADT.**

**(b) Delays onto IADT will not exceed 365 days. All applicants enlisting into the ARNG are required to be in a deployable status (MOS qualified) within 24 months of enlistment. This must be taken into consideration at the time of enlistment.**

**(c) Applicants, whose Job Corps completion and IADT training combined would exceed the 24 month requirement are not eligible for enlistment until this requirement can be met.**

**(d) Applicants who enlist under this option and do not complete either a high school diploma, GED, or the Job Corps program prior to shipping for IADT will be discharged from the ARNG.**

(15) DOD Tier Levels are defined as follows:

- (a) DOD Tier I: HSDG, HSSR, CIHSJR, ASSC, NURS, BACH, PROF, MAST, PAS, HOME, and DOCT
- (b) DOD Tier II: AHSCH, GEDX, GEDH, OCT, and OCR
- (c) DOD Tier III: NHSG.

b. **DOCUMENTS:** Use the following documents to verify education:

- (1) Diploma.
- (2) Official certified copy of the transcript.
- (3) A commissioned officer, recruiting operations NCO, senior guidance counselor, or ARNGUS State Education Officer may make telephonic verification.
- (4) DD Form 370/**DD Form 371**.
- (5) Letter on school department letterhead.
- (6) Accreditation: Accreditation for schooling is listed in the following publications:
  - (a) (ACE) - Accredited Institutions of Post-secondary Education is published by the American Council on Education (ACE) for the Council for Higher Education Accreditation (CHEA). Neither CHEA nor ACE is an accrediting body; the listing in the

directory are supplied by the national, regional, and professional accrediting bodies that have been evaluated by CORPA (and will be evaluated in the future by CHEA) and recognized as meeting acceptable levels of quality and performance.

(b) (CORPA) - The Commission on Recognition of Post-secondary Accreditation Education Council (93-94 First Edition). Accreditation valid through 31 Dec 96.

(c) (COPA) - Accreditation of Post secondary Education book published by the Commission on Post secondary Accreditation. Accreditation valid through 31 Dec 93.

(d) (NEA) - The New England Association of Colleges and Secondary Schools.

(e) (MSA) - Middle States Association of Colleges and Secondary Schools.

(f) (NCA) - North Central Association of Colleges and Secondary Schools.

(g) (NWA) - Northwest Association of Colleges and Secondary Schools.

(h) (SACS) - Southern Association of Colleges and Schools.

(i) (WASC) - Western Association of Schools and Colleges.

(7) The applicant will pay fees for evaluations or documents without reimbursement.

(8) Home school certification.

(9) DD Form 214 for PS/GNPS applicants.

c **WAIVERS:** None

## 2-7. Trainability (Aptitude Area Scores)

a. **STANDARD:** NPS and GNPS applicants are eligible for enlistment provided they meet the minimum criteria of enlistment standard as well as the specific test requirements of the MOS for which enlisting. Applicants must be able to sufficiently speak, read and write the English language so as to understand the oath of enlistment and the Entrance National Agency Check (ENTNAC) (security) interview. Test score category (CAT), education, and aptitude area scores required for enlistment are:

(1) CAT I (AFQT 93-100) high school diploma graduate (HSDG)/alternate high school credential holder (AHSCH)/general equivalency diploma holder (GEDH)/GED from Youth Challenge Program (GEDX)/high school senior (HSSR)/currently in high school junior (CIHSJR)/non-high school graduate(NHSG).

(2) CAT II (AFQT 65-92) HSDG/AHSCH/GEDH/GEDX/HSSR/CIHSJR

(3) CAT IIIA (AFQT 50-64) HSDG/AHSCH/GEDH/GEDX/HSSR/CIHSJR

(4) CAT IIIB (AFQT 31-49) HSDG/AHSCH/GEDH/GEDX/HSSR/CIHSJR

(5) CAT IVA (AFQT 16-30) HSDG/AHSCH/GEDH/GEDX/HSSR/CIHSJR

(a) Applicants categorized as "CAT IVA" must meet the trainability standards outlined below and the aptitude area score of the MOS for which enlisting. **Line score waiver(s) for CAT IVA applicants is not authorized.** CAT IV-A applicants will be afforded the opportunity to re-test to improve their score to a higher CAT Level. Any applicant scoring between 28-30 on the ASVAB will be required to retest in an effort to raise their score and qualify as a CAT IIIB and will not be given a control number from the ROC until after the retest. CAT IV-A applicants that do not retest must sign a statement in the remarks section of the DD 1966 Series that they waive the retest and understand they are enlisting as a CAT IV-A applicant. CAT IV-A applicants who require a moral waiver for ~~offenses that are misdemeanor or above~~ **2 or more misdemeanors or any felony** per Table 2-3 or 2-4, are **not eligible for enlistment**. Currently in High School Juniors (CIHSJR) and Alternate High School Credential Holders (AHSCH) who are a Test Score Category IV (AFQT 16-30) are eligible to enlist in the ARNG. CIHSJR applicants can only obtain a control number from the ROC after their first retest.

(b) The MEPS GC must obtain a control number from the REQUEST Operations Center (ROC) at 1-800-356-ARNG (2764) before enlisting a CAT IVA applicant. CAT IVA accessions are limited to no more than 2% of the NPS total accessions.

(c) Once the control is obtained, the RRNCO has 10 working days to enlist the applicant. If the applicant does not enlist within the established time period, the ROC will void the control number. The state POC must contact the ROC and obtain a new control number to enlist the applicant. Furthermore, control numbers are not transferable and cannot be used to enlist another CAT IVA applicant.

(d) The servicing Military Entrance Processing Station (MEPS) Guidance Counselor (GC) will contact the NGB ROC to obtain the enlistment control number and AFQT over-ride.

(6) CAT IVB (AFQT 10-15): Ineligible for enlistment. (with the exception of the 09L enlistment option, para 3-36)

(7) CAT V (AFQT 0-9): Ineligible for enlistment.

(8) Applicants must have a qualifying aptitude area score for the MOS for which enlisting. CNGB (NGB-ASM) may grant a waiver of up to 5 points for applicants who do not meet the minimum aptitude area (line) score requirements for the MOS in which enlisting. The only aptitude area score not authorized a waiver is GT. Aptitude area score waivers are not authorized for NPS in Military Occupational Specialties (MOSs) 13W, 14, 15, 16, 23, 24, 25, 31, 33, 91(except 91G), 94K, 97 or 98.

(9) The number of aptitude area scores required of ~~86~~ **85** or higher on the ASVAB (excluding the GT score):

(a) HSDG-1 (includes college students and graduates)

(b) AHSCH-2

(c) HSSR-1

(d) CIHSJR-1

(10) Currently-In-High-School Junior (CIHSJR) applicants who do not achieve an AFQT percentile of at least 31% are not eligible for enlistment.

b. **DOCUMENTS:**

(1) The document used to verify ASVAB is MEPCOM Form PCN 680 ADP; or—

(2) DMDC or RDMS printouts for GNPS.

c. **WAIVERS:**

(1) Telephonic aptitude area score waivers of up to 5 points for selected MOSs are authorized.



**AUTHORITY:** CNGB (NGB-ASM via the ROC)

- (2) Telephonic CAT IVA waivers are authorized.

**AUTHORITY:** CNGB (NGB-ASM via the ROC)

## **2-8. Physical**

### **a. STANDARD:**

(1) Applicants are eligible for enlistment if they meet procurement physical fitness standards of AR 40-501, chapter 2, and any additional requirements of a specific option or MOS for which enlisting. All non-prior service applicants' physicals will be accomplished at a MEPS. Applicants enlisting for the SMP option will meet medical standards outlined in this chapter in addition to medical standards outlined in Paragraph 3-17a(6) for participation in ROTC.

(2) All applicants will be tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug and alcohol testing will be denied further processing for enlistment. They will not be allowed to continue processing and enlist in the ARNG until they submit to a drug and alcohol test.

(a) Applicants are eligible if drug and alcohol test is negative.

(b) Applicants are eligible to enlist pending drug and alcohol test results. This does not include applicants who were previously disqualified for presence of drugs or alcohol. DAT results will be posted on the MEPS physical and forwarded to NGB-ARS for all waiver requests.

(c) Applicants will be advised that they will be discharged from the ARNG if the results of their pre-accession drug and alcohol test were found to be positive at the time of enlistment. Discharge for a positive DAT will be effective the day the results are posted.

(d) Applicants previously disqualified for the presence of alcohol or drugs require a retest and an approved waiver for enlistment. They must be advised that if they are permitted to reenlist in the ARNG, they will not be entitled to any SRIP benefits. (See paragraph 2-42 for more DAT information and waiver authorities.)

(3) Applicants with a MEPS physical completed within 24 months of enlistment, and there have been no changes in the applicant's physical condition, the physical can be used for enlistment.

(4) Applicants claiming psychotic disorders, and those who appear to be in a state of mental deficiency at time of application will not be processed.

(5) Applicants with a history of alcoholism or alcohol abuse will not be enlisted without evidence of rehabilitation and an approved waiver.

(6) Applicants who admit to any use or abuse of a controlled substance will not be enlisted unless waiver is granted. (See paragraph 2-41)

(7) Applicants with a "3" in any PULHES factor, regardless of MOS requirements, require an approved waiver to enlist. Submit requests through GEMR, directly to Chief National Guard Bureau, ATTN: NGB-ARS, along with supporting documentation, for their determination on whether or not to grant a waiver or profile change.

### **b. DOCUMENTS:**

(1) Original physical (DD Forms 2807-1, 2807-2, and 2808)

(2) Medical consultation reports from MEPS.

(3) Clinical narratives/consultations from private physician (if applicable). (See Figure 2-2 for sample letter – requesting medical documents)

(4) Records of rehabilitation for drug or alcohol abuse (if applicable).

(5) Medical consultation reports from non-treating physicians and all other documentation supporting the waiver request.

(6) NGB Form 22-3.

(7) A retest with negative results.

### **c. WAIVERS:** Submit waivers to approval authorities as follows.

(1) Applicants who have a history of alcoholism or alcohol abuse:

**Authority:** NGB-ARS with 1-year wait and after successful completion of alcohol rehabilitation.

(2) Applicants who were disqualified by MEPS, waiver recommended and the State Surgeon recommends a waiver.

**Authority:** NGB-ARS

(3) Applicants who were disqualified by the MEPS without a recommendation for a waiver however; the State Surgeon recommends a waiver.

**Authority:** NGB-ARS

(4) Applicants who were disqualified by MEPS, waiver recommended and the State Surgeon does not recommend a waiver.

**Authority:** NGB-ARS for appeals by applicant

(5) Applicants who were disqualified by MEPS, waiver not recommended, and the State Surgeon does not recommend a waiver: (Waiver will be forwarded to NGB-ARS)

**Authority:** NGB-ARS

(6) Applicants who are disqualified by MEPS for exceeding the height standards of AR 40-501.

**Authority:** CNGB (NGB-ARS)

(7) A telephonic waiver for underweight of up to 5 pounds is authorized if MEPS recommends waiver and there are no indications of underlying medical problems. **NO WAIVER IS AUTHORIZED FOR APPLICANTS MORE THAN 5 POUNDS UNDERWEIGHT.**

**Authority:** CNGB (NGB-ASM)

(8) A telephonic waiver for under-height of up to 2 inches is authorized if MEPS recommends waiver and there are no indications of underlying medical problems.

**Authority:** CNGB (NGB-ASM)

(9) Applicants previously disqualified for the presence of alcohol or drugs require a retest and an approved waiver for enlistment.

**Authority:** SEE PARA 2-42

d. Submit medical waivers through GEMR, directly to Chief National Guard Bureau, ATTN: NGB-ARS, along with supporting documentation, for their determination on whether or not to grant a waiver or profile change. Note: Medical waivers granted from other services (Air Force, Navy, Marines, or Coast Guard) may not be used for enlistment into the ARNGUS. Army waivers are the only authorized waivers.

## **2-9. Dependency**

### **a. STANDARD:**

- (1) Applicants meet the dependency criteria if:
  - (a) Married with 2 or fewer dependents under the age of 18.
  - (b) Without a spouse and has no dependants.
  - (c) Without a spouse with 2 or fewer dependents and does not have custody of the dependents.
  - (d) Without a spouse and required to pay child support for 2 or fewer dependents.
- (2) Applicants **do not** meet the dependency criteria if:
  - (a) In addition to the spouse have 3 or more dependents under the age of 18.
  - (b) Currently have a spouse on active duty, or in any drilling unit of the reserve components, and have dependents under the age of 18 years.
  - (c) Without a spouse, and has custody of 1 or more dependents under the age of 18.
  - (d) Without a spouse, and is required to pay child support for 3 or more dependents by court order.
  - (e) Without a spouse, and has joint custody of 1 or more children. Joint custody rule applies if both parents have joint physical custody 50 percent of the time.
- (3) Applicants are considered to be without spouse if:
  - (a) Common law marriage has not been recognized by a civil court.
  - (b) Spouse is incarcerated.
  - (c) Spouse is deceased.
  - (d) Spouse has deserted the applicant.
  - (e) Spouse is legally, or by mutual consent, separated from the applicant.
  - (f) Applicant or spouse has filed for divorce.
- (4) For the purpose of this enlistment criteria, and enlistment, the term dependent means:
  - (a) An unmarried natural, adopted, or step child under the age of 18 whom lives with the applicant.
  - (b) Any person who lives with the applicant who is, by law or in fact dependent upon the applicant for support, or does not live with the applicant, but is dependent upon the applicant for over one half of his or her support.
  - (c) Any person for whom the applicants are responsible for financial or custodial care.
- (5) Applicants who have surrendered custody:
  - (a) There are certain circumstances in which persons would surrender custody of their children. The ARNGUS recognizes these circumstances. However, it is not the intent of the ARNGUS to require any person to surrender custody of their children to qualify for enlistment. ARNGUS recruiting officials will not under any circumstances, advise, imply, or assist an applicant with regard to surrender of custody for the purpose of enlistment. Applicants will be advised that they do not meet the dependency criteria for enlistment.

(b) Applicants, who at the time of enlistment indicate they have surrendered custody of their children to the other parent or another adult, must certify that the surrender of custody was not done solely for the purpose of enlistment. A six-month wait is required after the date of surrender to the date of enlistment. Applicant will be counseled that if they regain custody during their term of enlistment (other than for cause, such as death or incapacity of the person who has custody) they will be processed for separation by reason of fraudulent enlistment.

### **b. DOCUMENTS:**

- (1) Lawful spouse: notarized, certified or photocopy of marriage certificate or public or church record of marriage issued over the signature and seal of the church or public record custodian.
- (2) Legitimate child: notarized, certified or photocopy of birth certificate or public or church record of birth issued over the signature and seal of the church or public records custodian.
- (3) Legally adopted child: certified or notarized copy of court order of adoption, or certified or notarized copy of court order proceeding equivalent to adoption which terminated all parental rights and obligations.
- (4) To show if dependent has been placed in the custody of other parent or another adult and whether or not the applicants are required to pay child support (by court order), use:
  - (a) Divorce decree.
  - (b) Court order.
  - (c) Separation order.
- (5) Verify the applicant's initial status with the following:
  - (a) Marriage certificate.
  - (b) Divorce decree.

- (c) Legal separation decree.
- (d) Annulment decree.
- (e) Civil action document (divorce pending).
- (f) Death certificate (if widowed).
- (6) Applicants without a spouse and who have custody of dependent(s), or married applicants whose spouse is in any military component, must have a Family Care Plan (DA Form 5305-R and/or DA Form 5960 and accompanying documents) completed per AR 600-20 prior to submission of waiver.

c. **WAIVERS:** (See Figure 2- 1 for sample waiver)

- (1) Applicants with a spouse on active duty or in a drilling status of the reserve components and they have one or more dependents under the age of 18. See para 2-9b(6), above.

**Authority:** AG

- (2) Applicants who are married and have three or more dependents under the age of 18.

**Authority:** AG

- (3) Applicants who are without a spouse and required to pay child support for three or more dependents.

**Authority:** AG

- (4) Applicants who are without a spouse and have custody or joint physical custody of three or less dependents. . See para 2-9b(6), above.

**Authority:** AG

## 2-10. Army training requirements (NPS)

- a. All NPS applicants are required to complete Army basic training and advanced individual training (AIT) for a total of no fewer than 13 weeks, combined.

- b. GNPS applicants who have not completed Army basic training and AIT must do so if not completed within their last period of service.

- c. Applicants who have completed at least 14 months of the U.S. Military Academy are extended credit for Army basic training, but must complete AIT. The U.S. Military Academy Preparatory School does not count towards the 14 months.

- d. Applicants who have attended the Naval or Air Force Academies must complete Army basic training and AIT.

- e. Former members of the U.S. Navy, U.S. Marines Corps, U.S. Air Force and their reserve components, do not need to attend Army Basic Training provided they have completed a minimum of 6 or 8 weeks of military basic training (depending on the service). Those applicants who have not completed a minimum of 6 or 8 weeks of Army or Marine Corps basic training will be required to complete a Warrior Training Course as outlined in current NG guidance.

- f. Former members of the U.S. Coast Guard, regardless of the number of year's active, must complete AIT. Administratively reduce to SPC for attendance of Initial Active Duty for Training (IADT), then restore to enlistment pay grade upon completion of training. Those who completed Coast Guard initial entry training are not required to attend Army basic training. Do not reduce Soldiers required to attend Warrior Training Course. **Applicants enlisting for under the Warrant Officer Enlistment Option or Officer Candidate Enlistment Option ARE NOT required to attend WTC.**

- g. All NPS enlistees must enter on IADT within **365** days of enlistment in so far as is practicable.

- (1) Applicants classified as **High school juniors and currently in high school**, regardless of age, will be in an IDT status effective upon the next schedule training assembly following date of enlistment. The enlistment date will be within **360 270** days of the anticipated IADT attendance date. An approved exception to policy by CNGB (NGB-ARH) of the **360 270** days IADT attendance rule will not be used to authorize enlistment of high school juniors earlier than **June September**. **Every effort must be made to have Soldiers DMOSQ within 24 months of enlistment. Delays beyond 24 months are prohibited by federal law. Soldiers failing to become DMOSQ within 24 months of enlistment must be discharged. (Title 10 USC Subtitle E, page 1930)**

- (2) **All other NPS applicants** may delay entrance on IADT up to **360 365** days. Delays beyond **360 365** days require AG approval, however every effort must be made to have Soldiers DMOSQ within 24 months of enlistment. Delays beyond 24 months are prohibited by federal law.

h. Recruit Sustainment Program (RSP):

- (1) All NPS Soldiers will be assigned to a RSP prior to shipping to IADT.

- (2) Soldiers must attend IDT before phase I and will be assigned to a State Recruit Sustainment Program (RSP) from enlistment until their report date to BCT. Upon graduation from BCT Soldiers must attend IDT until their report date to AIT and will be assigned to a RSP, to maintain the skills acquired at BCT. The RSP will ensure the soldier meets all criteria below in preparation for AIT. These Soldiers will not attend AT and will remain in a paid drilling status IAW (AR 135-91, chapter 3, and NGR 350-1). These Soldiers may drill periodically with their gaining unit to participate in high value field exercises or CTT training but must return to full-time drilling with the RSP at least 120 days before their scheduled AIT report date.

- (3) Army Physical Fitness Test (APFT) standards must be maintained between Phase I and II. Soldiers must pass an APFT during their first week of AIT. Diagnostic APFT and height and weight monitoring will be administered on a monthly basis prior to shipping to Phase II while in the RSP.

- i. See Chapter 3 of this ECM for Civilian Acquired Skills Program and enlistment options.

## 2-11. Paid drill status eligibility (NPS/GNPS). The following is an exception to paragraph 3-4, AR 135-91.

a. NPS and GNPS applicants enlisted in the categories described in (1) and (2) below are required to attend all authorized inactive duty training (IDT)s for pay purposes before (and between phase 1 and 2 for STO Soldiers) completing IADT.

(1) High school graduates and bona fide high school seniors are authorized to participate in not more than 48 paid IDTs within 365 days of entry on IADT. Soldiers failing to ship to IADT within 365 days may continue to attend IDT periods in a voluntary without pay status until they ship for IADT.

(2) Currently in High School Juniors (CIHSJR) and GED equivalents are authorized to participate in not more than ~~36~~ **48** paid IDTs within ~~270~~ **365** days of entry on IADT. Soldiers failing to ship to IADT within 270 days may continue to attend IDT periods in a voluntary without pay status until they ship for IADT.

b. NPS and GNPS personnel awaiting BT will be coded "P" under Training Pay Category in the SIDPERS-ARNG database.

c. Soldiers that completed BT and awaiting AIT will be coded "Q" under Training Pay Category in the SIDPERS-ARNG database.

d. Split Training Option Soldiers who have completed Phase 1 (BT) and are awaiting Phase 2 (AIT) of IADT will be coded "Q" under Training Pay Category in the SIDPERS-ARNG database.

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## Section II

### Basic Qualifications and Verification for Enlistment, Prior Service (PS) Applicants

#### 2-12. General

Enlistment of qualified prior service applicants is a goal of all personnel involved with processing applicants for enlistment. RRNCOs and ARNGUS recruiting representatives are responsible for determining basic eligibility prior to applicant processing, obtaining required waivers if applicable, and ensuring only fully qualified applicants enlist.

#### 2-13. Age and Service

a. **STANDARD:** Applicants are eligible for enlistment if—

(1) **18 years of age and less than 42 years of age.**

(2) **42 years of age or older must have at least 1 year of prior qualifying service plus the number of years the applicant is over 42. See AR 135-180, chapter 2, for qualifying service.**

b. **DOCUMENTS:** Use documents from the following list to verify eligibility:

(1) Birth certificate (including hospital or delayed birth certificate, hospital record of birth, adoption certificate or court record) and must indicate city and State.

(2) Written statement from State Registrar or similar officials. Documents must be original or notarized copies.

(3) DD Form 214/215 (Certificate of Release from active duty)

(4) NGB Form 22/22a.

(5) Immigration and Naturalization Service (INS) Form I-551 (Alien Registration Receipt Card) or INS Form N560 (Certificate of Citizenship).

(6) U.S. Passport unaltered and originally issued.

(7) Any other U.S. Document issued by the U.S. Government with a raised seal affixed and shows applicant's full name and date of birth.

(8) AE Form 360 (Report of Birth Abroad of an U.S. Citizen).

(9) DD Form 372 (Request for Verification of Birth) may be used when undue delay in receipt of birth certification will cause excessive processing time (except immigrant alien). Record name, title, and phone number of official supplying the information on DD Form 372.

c. **WAIVERS:**

Waiver authority may not waive more than 1 year of qualifying service. *Example:* PS applicant is 47 years old with 5 years of qualifying service. In this case the applicant would be eligible for an "age and service" waiver of 1 year of qualifying service. Waivers beyond this criteria are not authorized however, exceptions to policy may be considered. (see para 2-56)

**Authority:** AG

#### 2-14. Citizenship

a. **STANDARD:** Applicants are eligible for enlistment if any of the following apply:

(1) Citizens of the United States. Persons who were born in the 50 United States and commonwealths, Guam, Puerto Rico, the U. S. Virgin Islands, the District of Columbia, or who were born abroad on a military installation, or born abroad of U.S. parent(s) who are citizens. All Native Americans and Native Americans who commute between the United States and Canada are U.S. Citizens.

(2) Immigrant aliens who have been lawfully and permanently admitted to the United States are eligible for enlistment, however they may not enlist in an MOS requiring a security clearance. Federal military service includes all combined periods of military service both active and reserve. Aliens who have been admitted on a temporary basis are not eligible for enlistment (i.e. student visa, work only visa, or admitted seeking asylum without permanent status).

**NOTE:** Per NGB-ARH Policy Memorandum 05-042 dated 13 June 2005, PS applicant(s) who were previously discharged for failure to obtain citizenship within their original 8 year MSO are eligible to re-enlist provided they meet all other criteria of this ECM. Army Component Soldier(s) receiving an RE code of 4 for this reason are eligible for re-enlistment.

(3) National of the United States. A native of American Samoa is issued a birth certificate, which indicates the village of birth followed by the words, "American Samoa". Citizens of American Samoa are U.S. Nationals.

(4) Citizens (to include naturalized citizens) of the Federated States of Micronesia (FSM), Republic of Palau (ROP) and the Republic of the Marshall Islands (RMI).

(5) Panamanians: Per section 1403, Title 8, U.S. Code, persons born in the Canal Zone on or after 26 February 1904 whose father or mother was or is a U.S. citizen at the time of their birth are declared U.S. citizens. A person born in the Republic of Panama whose father or mother as described above are employed by the U.S. Government or the Panama Railroad Company or its successor in title, is declared to be a U.S. citizen through one or both parents or through normal immigration and naturalization procedures. Proof of applicant's citizenship is verified by presenting one of the documents in b below.

(6) Foreign Nationals: Persons other than U.S. citizens or lawfully admitted permanent resident aliens per (2) above who are not authorized to enlist per section 3253, Title 10, U.S. Code, except citizens (including naturalized citizens) of the Federated States of Micronesia (FSM), encompassing Yap, Truk, Ponape and Kosrae; the Republic of the Marshall Islands (RMI) encompassing Kwajalein, Majuro, and Ebeye Islands, and the Republic of Palau (ROP). The following applies to FSM, RMI and ROP citizens:

(a) They do not require permanent resident or other documents normally associated with legal resident verification.

(b) Verification is by birth certificate or FSM, RMI or ROP passport or government ID card or FSM, RMI or ROP Naturalization Certificate or official letter from local FSM, RMI or ROP government office or Trust Territory Passport, if currently residing in the U.S.. The document must show island of birth.

(c) Authority to enlist is per the Compact of Free Association between the new nations and the United States of America. Enlistment is authorized for any unit, MOS or program, including those that require a security clearance.

(7) Citizens of the Commonwealth of the Northern Marianas Islands (Rota, Saipan, and Tinian) are U.S. citizens.

(8) Applicants who possess dual citizenship cannot enlist as both an alien and a citizen. They must choose and declare citizenship of one country and renounce the other. Applicants must have legal permanent resident alien status (thereby renouncing U.S. citizenship) or have filed for proof of U.S. citizenship (thereby renouncing the non-U.S. citizenship).

(9) Questionable cases of citizenship will be referred through the MEPS GC to NGB-ARH for clarification and final determination.

b. **DOCUMENTS:** Use the following documents to verify eligibility:

(1) Birth certificate (including hospital certificate, delayed birth certificate or hospital record of birth) and must indicate the city and State in which born.

(2) Written statement from State Registrar or similar officials. Documents must be original or notarized copies. Documents used to verify "permanent resident alien status" must be valid and not have expired.

(3) Immigration and Naturalization Service (INS) Forms:

– INS I-551 (unexpired Alien Registration Receipt Card)

– Foreign passport (current) over-stamped with "*processed for I-551 – temporary evidence of lawful admission for permanent residence, valid until (specified date)*"

– INS N-560 / N-561 (Certificate of Citizenship)

– INS Form N-550/N-570/N-578 (Naturalization Certificate)

– INS I-181 (Lawful Admission for Permanent Residence for American Indians born in Canada)

(4) U.S. Passport unaltered and originally issued.

(5) Any other Federal document issued by the U.S. Government with a raised seal affixed and which shows the applicant's full name and date of birth.

(6) AE Form 360 (Report of Birth Abroad of an U.S. Citizen).

(7) Department of State (DS) Form 1350 (Certificate of Birth)

(8) Foreign Service (FS) Form 545 (Certificate of Birth) or Foreign Service (FS) Form 240 (Counselor Report of Birth Abroad)

(9) DD Form 372 (Request for Verification of Birth) may be used (except immigrant alien). Enter name, title, and phone number of official supplying the information on DD Form 372.

(10) Panamanians must produce a birth certificate issued from the Canal Zone. If the certificate does not clearly establish that citizenship has been derived to qualify for enlistment, applicant must verify U.S. citizenship by presenting one of the forms listed above.

(11) Citizens of the FSM, ROP or RMI are issued a birth certificate. This document may be used or FSM, ROP or RMI passport, Government identification card, naturalization certificate or official letter of identity from local Government officials.

(12) Permanent Alien Registration. Verification using INS Form G-845 is required if applicant cannot present as proof INS Form I-551, or over-stamped passport.

c. **WAIVERS:** None.

## 2-15. Name and Social Security Number (SSN)

a. **STANDARD:**

(1) Applicants are eligible to enlist using legal name, court ordered name change, or a preferred enlistment name.

(2) Applicant must have a verifiable SSN before processing, testing or enlistment.

b. **DOCUMENTS:**

(1) Use one of the following documents to verify the applicant's name:

(a) Birth certificate.

(b) Driver License.

(c) Social Security Card.

- (d) Naturalization Certificate.
- (e) Court Order.
- (f) DD Form 1966 series if a preferred enlistment name is used. The preferred enlistment name must match the reflected name on the SSN card.
- (g) INS I-551 (Alien Registration Receipt Card).
- (2) One of the following documents must be used to verify SSN:
  - (a) Social Security Card.
  - (b) SSA 7028.
  - (c) **IRS Form W-2** or a printout from Social Security Administration verifying SSN
  - (d) DD Form 214/215
  - (e) NGB Form 22/22A
- c. **WAIVERS:** None

## **2-16. Education**

### **a. STANDARD:**

- (1) Prior service applicants must meet the education standards for the MOS or option for which enlisting.
- (2) Prior service applicants, in the grade of E-5 or higher, who do not have at least a high school diploma or GED certificate will be required to complete HS requirement within one year after date of enlistment. They will be counseled and will sign and date, in the remarks section of DD Form 1966, the following statement: *"I understand that I must obtain a high school diploma or equivalent credential within one year after date of enlistment, and that if I do not, I will be discharged and not allowed to reenlist until the high school diploma (or equivalent credential) requirement is met. (applicant signature and date)."*
- (3) Prior service applicants, in the grade of E-4 and lower, may be enlisted as non-high school graduates (NHSG). They will be counseled and will sign and date, in the remarks section of DD Form 1966, the following statement: *"I understand that I must obtain a high school diploma or equivalent credential within one year after date of enlistment and before I may be considered for promotion to Sergeant, and that if I do not I will be discharged and not allowed to extend or reenlist until the high school diploma (or equivalent credential) requirement is met. (applicant signature and date)."*

### **b. DOCUMENTS:** Following documents may be used:

- (1) Diploma
- (2) Official certified copy of the transcript
- (3) DD Form 370, DD Form 214, **DD 371, and/or NGB 22**
- (4) A commissioned officer, recruiting operations NCO, senior guidance counselor or ARNGUS State Education Officer may make telephonic verification.
- (5) Accreditation: Accreditation for schooling is listed in the following publications:
  - (a) (ACE) - Accredited Institutions of Post-secondary Education is published by the American Council on Education (ACE) for the Council for Higher Education Accreditation (CHEA). Neither CHEA nor ACE is an accrediting body; the listing in the directory are supplied by the national, regional, and professional accrediting bodies that have been evaluated by CORPA (and will be evaluated in the future by CHEA) and recognized as meeting acceptable levels of quality and performance.
  - (b) (CORPA) - Commission on Recognition of Post Secondary Accreditation Education Council (93-94 First Edition). Accreditation valid through 31 Dec 96.
  - (c) (COPA) - Accreditation of Post Secondary Education book published by the Commission on Post-secondary Accreditation. Accreditation valid through 31 Dec 93.
  - (d) (NEA) - The New England Association of Colleges and Secondary Schools.
  - (e) (MSA) - Middle States Association of Colleges and Secondary Schools.
  - (f) (NCA) - North Central Association of Colleges and Secondary Schools.
  - (g) (NWA) - Northwest Association of Colleges and Secondary Schools.
  - (h) (SACS) - Southern Association of Colleges and Schools.
  - (i) (WASC) - Western Association of Schools and Colleges.
- (6) The applicant will pay evaluations or documents requiring fees.

### **c. WAIVERS:** None

## **2-17. Trainability (Aptitude Area Scores)**

### **a. STANDARD:**

- (1) Applicants must have a qualifying aptitude area score for the MOS for which enlisting. Prior service applicants are eligible to enlist with verifiable test scores or retest scores of 85 or above in at least 2 aptitude areas other than GT. An overall AFQT percentile is not required. If the ASVAB score cannot be verified then the individual must be re-tested using the ASVAB. Prior Service applicants do not need to meet the aptitude area score for an MOS in which they are already qualified. This includes qualifications from other services that convert to an Army MOS (See current DOD Occupational Services Manual) or if the applicant is enlisting under the Civilian Acquired Skills Program (CASP). **Prior service from other components may be considered for a career path based on the guidance in the Department of Defense Instruction 1312.1-I (Occupational Conversion Index, located at <http://www.odbasmr.com>). Under no circumstances will MOS orders be issued without obtaining the proponent determination. Request for MOS determination will be forwarded from the unit/recruiting command through the State MILPO to NGB-ARH-S, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231 for forwarding to the Army proponent for final determination.**

(2) Prior service applicants who are recipients of the Medal of Honor, Distinguished Service Cross, Navy Cross, Air Force Cross, Silver Star or Purple Heart are exempt from this standard.

(3) Telephonic aptitude area score waivers are authorized up to a maximum of 5 points for enlistment only. This enlistment waiver will not be used to send an individual to training for award of an MOS. After enlistment, if the individual is required to attend any type of training for award of an MOS, then the RRNCO and the Unit Full-Time Support Staff must:

(a) Require the applicant to take the AFCT to raise a particular line score or;

(b) Submit a request through CNGB (NGB-ART-I), 111 South George Mason Drive, Arlington, VA 22204-1382, to the proponent of the MOS requesting a waiver be granted to allow Soldier to attend the school and be reclassified into the MOS.

(4) Applicants who do not meet the aptitude area score requirements and who are not granted a waiver by the proponent must select an MOS for which they qualify to train, or have previously been awarded, or be discharged.

(5) PS applicants must become MOS qualified within 24 months from date of enlistment or be discharged. AGs may grant extensions beyond the 24-month period if the reason for not being MOS qualified was through no fault of the individual.

(6) Applicants with a break in service of ten or fewer years from any component may enlist in their previous MOS or allowable conversion without recompilation of test scores or re-testing. AFCT will be administered through unit within 6 months after enlistment.

(7) Applicants with a break in service of over 10 years must be re-tested with the ASVAB and attain the qualifying score for the MOS in which they will be enlisted per DA PAM 611-21. Applicants that can provide documentation that they are qualified in the enlistment MOS may enlist regardless of scores on ASVAB, but must still complete the test prior to enlistment to establish record scores.

(8) Also see para 2-73 for more information on PS ASVAB scores.

(9) Submission of waiver request for any MOS reclassification action must:

(a) Include a request signed by the first LTC or higher commander or element head in the chain of command

(b) Be forwarded through the AG to CNGB (NGB-ASM)

(c) Include copies of the individual's:

(1) DA Form 2-1 (which should list aptitude area scores in item 8)

(2) Copy of ASVAB Scores if not indicated on DA Form 2-1

(3) GPVS 1790 (PQR)

(4) DD Form 2807-1, DD Form 2808, and DA Form 3349 if physical profile is required.

(5) DD Form 214

(6) NGB Form 22

(7) Security Clearance Validation (if applicable)

(8) Any information or related experience that demonstrates to the Army proponent the individual could perform the duties of the MOS for which they are enlisting.

(9) NGB-22-3 (complete)

**b. DOCUMENTS:**

(1) MEPCOM Form PCN 680 ADP.

(2) Current DMDC or RDMS printout

(3) DA Form 1811

(4) DA Form 2-1.

(5) DD Form 1966/1 (last period of service).

(6) Any verified record of prior service test score or document for retest scores.

**c. WAIVERS:** Telephonic aptitude area (line) score waivers of up to 5 points are authorized.

**Authority:** CNGB (NGB-ASM)

## **2-18. Physical**

**a. STANDARD:**

(1) Prior service applicants are eligible for enlistment if they meet medical procurement standards of AR 40-501, as outlined below, as well as specific requirements for the MOS in which enlisting.

(a) All PS applicants will submit to drug and alcohol screening during their pre-accession physical. Applicants are conditionally enlisted pending results of pre-accession drug test. This does not include those applicants who were previously disqualified for presence of drugs or alcohol (See paragraph 2-42). Applicants from Guam enlisting in the GUARNG may enlist without regard to this requirement, however they will be tested at the training installation after enlistment.

(b) Applicants who refuse to submit to drug and alcohol testing will be denied further processing for enlistment. They will not be allowed to continue processing and enlist/reenlist in the ARNG until they submit to a drug and alcohol test.

(c) Applicants will be advised that they will be discharged if found positive for drugs during their pre-accession physical and will be permanently disqualified from entering the ARNGUS.

(2) Applicants will be denied further processing for enlistment into the ARNG if they –

(a) Claim psychotic disorders or appear to be in a state of mental deficiency at time of application will.

(b) Have a history of alcoholism or alcohol abuse.

**b. Prior Service applicants with military status** as well as those **with a break in military service of 179 days or less** must meet the physical standards of Chapter 3, AR 40-501. Physical examinations may be performed at any health facility authorized to perform physicals IAW Chapter 3, AR 40-501 standards.

(1) A new physical is not required if the applicant has completed a periodic medical examination within 5 years of the anticipated date of enlistment. **IRR Soldiers whose physical is more than 5 years old must complete physical within**

**180 days after enlistment.** This is provided, they were not previously separated/discharged from military service for medical reasons. If the Soldier has a valid DA Form 1811, it may be used to determine if the Soldier meets medical procurement standards for enlistment into the ARNG. Applicants must complete DA Form 7349-R (Initial Medical Review – Annual Medical Certificate) indicating whether or not there have been any changes in their physical condition. The State Surgeon will review any changes as well as the applicant's physical condition and forward with a recommendation to CNGB (NGB-ARS) for approval if there are changes to the PULHES and a waiver is needed. Applicants who indicate no change are eligible for enlistment with respect to the physical standard required by this criteria. Note: Physicals from services/components other than "Army" must be reviewed by the State Surgeon and approved for enlistment.

(2) For the purposes of enlistment, the HIV is current within 5 years and the DAT is current within 6 months of enlistment. Applicants may conditionally enlist without regard to DAT results, however they must be tested at their unit of assignment within 30 days of enlistment. If the test results are positive, the Soldier will be discharged without board action or appeal to the status held prior to enlistment or reenlistment.

c. Prior service applicants, without military status, and who have had a break in service of 180 days or more, must meet the physical standards of Chapter 2, AR 40-501. The DA Form 1811 will not be used to determine medical procurement standards for enlistment into the ARNG. Physicals may be performed at a MEPS, Active Component military treatment facility, or Reserve Component medical detachment authorized to perform physicals IAW Chapter 2, AR 40-501. Applicants with a MEPS physical examination completed within 24 months of the anticipated date of enlistment will complete DA Form 7349-R (Initial Medical Review – Annual Medical Certificate) indicating any changes in their physical condition. The State Surgeon will review any changes as well as the applicant's physical condition and forward with a recommendation to CNGB (NGB-ARS), if there are changes to the PULHES, for approval. Applicants who indicate no change are eligible for enlistment with respect to the physical standard required by this criteria.

d. Prior service applicants -

(1) Who were discharged for physical disability must take a complete physical at a MEPS or medical treatment facility. Further, they require an approved medical waiver to enlist regardless of the MEPS PULHES classification.

(2) With a "3" in any PULHES factor, regardless of MOS requirements, require an approved medical waiver to enlist. Submit requests through GEMR, directly to Chief National Guard Bureau, ATTN: NGB-ARS, along with supporting documentation, for their determination on whether or not to grant a waiver or profile change.

**e. DOCUMENTS:**

- (1) Original Physical (DD Forms 2807-1, 2807-2, and 2808)
- (2) Medical consultation reports from private physicians (if applicable). (See Figure 2-2 for sample letter – requesting medical documents)
- (3) Medical consultation reports from MEPS physicians.
- (4) Records of rehabilitation for drugs and alcohol abuse.
- (5) DA Form 1811, 3081R or 7349R, as applicable.
- (6) Current RDMS-REDD, iPERMS or DMDC Printout.
- (7) A current retest with negative results (where applicable).
- (8) DD Form 214 or NGB Form 22
- (9) NGB Form 22-3 (complete)

**f. WAIVERS:**

(1) Applicants disqualified by MEPS and no recommendation was made by the MEPS.

**Authority:** CNGB (NGB-ARS)

(2) Applicants disqualified by MEPS, waiver recommended and State Surgeon recommends a waiver.

**Authority:** CNGB (NGB-ARS)

(3) Applicants disqualified by MEPS with a recommendation for waiver and State Surgeon does not recommend a waiver:

**Authority:** CNGB (NGB-ARS) for appeals by applicant.

(4) Applicants disqualified by MEPS, waiver not recommended and State Surgeon does not recommend a waiver:

**Authority:** No waiver authorized

(5) Applicants with a "3" in any PULHES factor, regardless of MOS requirements:

**Authority:** CNGB (NGB-ARS)

g. Submit medical waiver requests through GEMR, directly to Chief National Guard Bureau, ATTN: NGB-ARS, along with supporting documentation, for their determination on whether or not to grant a waiver or profile change. Note: Medical waivers granted from other services will not be used for enlistment into the ARNGUS.

**2-19. Dependency**

**a. STANDARD:**

- (1) Applicants meet the dependency criteria if:
  - (a) Without spouse and have no dependents.
  - (b) Married, and have any number of dependents.
  - (c) Without spouse and required to pay child support.
- (2) Applicants **do not** meet the dependency criteria if:
  - (a) Currently have a spouse on active duty, or in any drilling unit of the reserve components, and have dependents under the age of 18 years.
  - (b) Without a spouse, and has custody of one or more dependents under the age of 18.
  - (3) Applicants are considered to be without spouse if:



- (a) A civil court has not recognized common law marriage.
- (b) Spouse is incarcerated.
- (c) Spouse is deceased.
- (d) Spouse has deserted the applicant.
- (e) Spouse is legally, or by mutual consent, separated from the applicant.
- (f) Applicant or spouse has filed for divorce.
- (4) For the purpose of this regulation and enlistment, the term dependent means:
  - (a) An unmarried natural adopted, or stepchild under the age of 18 whom lives with the applicant.
  - (b) Any person who lives with the applicant who is, by law or in fact dependent upon the applicant for support; or who does not live with the applicant but is dependent upon the applicant for over one half of their support.
  - (c) Any people for whom the applicants are responsible for financial or custodial care.
- (5) Applicants who have surrendered custody:
  - (a) There are certain circumstances in which persons would surrender custody of their children. The ARNGUS recognizes these circumstances, however, it is not the intent of the ARNGUS to require any person to surrender custody of their children to qualify for enlistment.
  - (b) Under no circumstances would an ARNGUS recruiting official advise, imply, or assist an applicant with regard to surrender of custody for the purpose of enlistment. Applicants will be advised that they do not meet the dependency criteria for enlistment.
  - (c) For those applicants who at the time of enlistment, indicate they have surrendered custody of their children to the other parent or another adult must certify that the surrender of custody was not done solely for the purpose of enlistment. Applicants must understand that if they regain custody during their term of enlistment (other than for cause, such as death or incapacity of the person who has custody) they will be processed for separation by reason of fraudulent enlistment.
- b. **DOCUMENTS:**
  - (1) Lawful spouse: notarized, certified or photocopy of marriage certificate or public or church record of marriage issued over the signature and seal of the church or public record custodian.
  - (2) Legitimate child: notarized, certified or photocopy of birth certificate or public or church record of birth issued over the signature and seal of the church or public records custodian.
  - (3) Legally adopted child: certified or notarized copy of court order of adoption, or certified or notarized copy of court order proceeding equivalent to adoption which terminated all parental rights and obligations.
  - (4) To show if dependent has been placed in the custody of other parent or another adult and, whether or not the applicants are required to pay child support (by court order), use:
    - (a) Divorce decree.
    - (b) Court order.
    - (c) Separation order.
  - (5) Verify the applicant's initial status with the following:
    - (a) Marriage certificate.
    - (b) Divorce decree.
    - (c) Legal separation decree.
    - (d) Annulment decree.
    - (e) Civil action document (divorce pending).
    - (f) Death certificate (if widowed).
  - (6) Single applicants with dependents or married applicants whose spouse is in any military component must have a Family Care Plan (DA Form 5305-R and/or DA Form 5960 and accompanying documents) completed per AR 600-20 prior to submission of waiver.
- c. **WAIVERS:** (See Figure 2- 1 for sample waiver)
  - (1) Applicants with a spouse on active duty, or in any drilling unit of the reserve components, and have dependents.
 

**Authority:** AG (See para 2-19b(6) for FCP)
  - (2) Single parents that have dependents under the age of 18.
 

**Authority:** AG (See para 2-19b(6) for FCP)

## 2-20. Army training requirements (Also see para 4-4)

- a. All applicants must complete Army basic training and/or AIT if not completed within their past period(s) of military service. Minimum period of training will not be less than 13 weeks combined.
  - (1) Applicant(s) that have not completed 6 or 8 weeks of Army or Marine Corps basic training and completed AIT and awarded an MOS will be required to attend the Army basic training and/or AIT in an IADT status.
  - (2) PS Army Component applicants who are required to attend OSUT training and who have not previously completed Army OSUT basic training will be required to attend both Army OSUT basic training and AIT in an IADT status.
- b. Applicants who have completed a minimum of 14 months of the U.S. Military Academy are given credit for Army basic training, however they must complete AIT. This excludes U.S. Military Academy Preparatory Schools.
- c. Applicants who have attended the Naval or Air Force Academies must complete Army basic training and AIT.
- d. Former members of the U.S. Navy, U.S. Marines Corps, U.S. Air Force and their reserve components, do not need to attend Army Basic Training provided they have completed a minimum of 6 or 8 weeks of military basic training (depending on the service). Those applicants who have not completed a minimum of 6 or 8 weeks of Army or Marine Corps basic training will be required to complete a Warrior Training Course as outlined in current NG guidance. PS applicants who are above the rank

of SPC and are required to attend IADT will be administratively reduced to SPC for attendance of IADT, then restore to enlistment pay grade upon completion of training. Do not reduce Soldiers required to attend Warrior Training Course. **Applicants enlisting for under the Warrant Officer Enlistment Option or Officer Candidate Enlistment Option ARE NOT required to attend WTC.**

e. All U.S. Coast Guard applicants, regardless of number of year's active duty, must complete MOS Training. They are not required to attend Basic Training.

f. See chapter 3 for Civilian Acquired Skills Program (CASP) and enlistment options.

### **Section III**

#### **Verification and Qualification of PS Applicants**

##### **2-21. General**

Evaluate PS documentation for qualification, accuracy and completeness. If the disqualification is waivable, then a waiver may be submitted.

##### **2-22. Verification of PS**

a. Applicants who are thought to have had, or who claim to have had, PS in any U.S. Armed Force will not be enlisted until their PS is verified. Commanders at all levels will emphasize the need for early detection of possible erroneous or fraudulent enlistment of applicants.

b. See below for use of Defense Manpower Data Center (DMDC OR RDMS) access system and verification procedures for prior service.

c. Recruiting officials must be sure that persons being processed for enlistment have been granted a conditional release from another RC (except those specified in d below), have been issued a discharge certificate, or will be issued a discharge certificate on the day before the date of enlistment.

d. Non-unit members of the Army Reserve assigned to the IRR may be enlisted in the ARNGUS pending receipt of final clearance from Army Reserve authorities. AR-PERSCOM will forward the personnel records after receipt of a prior service gain transaction from NGB. The transactions are sent daily based on SIDPERS input from the States.

e. Prior military service can be verified as follows:

(1) The DD Form 214 or DD Form 215 will be used to verify all periods of active and inactive military service. Only the original form, the actual carbon copy, a certified copy of the original form, or a record depository copy, furnished below, is authorized for verification purposes. The DD Form 214 or DD Form 215 will not be used to verify RC membership or the nature of the RC service, after the member's date of last release from active military service, unless recruiting officials also obtain a discharge order or discharge certificate for that period of service.

(2) When the MPRJ is available, recruiting officials may use it to verify previous military service.

(3) If the DD Form 214, DD Form 215, or MPRJ is not available, the documents below may be used to verify PS. Furnish copies to recruiting officials through military channels by the record custodian:

(a) NA 13041 and NA 13072 (Statement of Service).

(b) DA Form 1569 (Transcript of Military Record).

(c) Certified, true copy of copy 2 of the DD Form 214, which is filed in the service member's official record.

(d) DD Form 220 (Active Duty Report). This form will serve to verify periods of active military service.

(e) NGB Form 22 (Report of Separation and Record of Service). This form may be used to verify periods of ARNGUS or ANGUS service. If entries appear to be in error, or the applicant disputes the entries, obtain verification by writing the AG of the State from which last separated.

(f) Separation orders published by proper authority.

**(g) ARTS or ATTRS printouts.**

(4) RDMS-REDD/PERNET/iPERMS. Personnel Network (PERNET) is the application used to access data from the U.S. Army Reserve Personnel Center (ARPERCEN) Reserve Data Management System (RDMS). Applicants with prior Army Reserve or ARNG service may have data records in RDMS. PERNET printouts may be used to verify prior periods of service, separation reasons, ASVAB/AFCT scores, physical profiles and date of physical exam, as well as other pertinent information related to prior military service. PERNET users manual should be used to interpret data codes as necessary.

(5) SIDPERS printouts or equivalent personnel data printouts from the other military services may be utilized to verify prior service data. Use National Guard Pamphlet (AR) 25-10 or extract of equivalent publication from other service to interpret personnel printouts as necessary.

f. Individuals may not be able to substantiate their PS as stated above. If so, submit a request for verification of PS directly to the proper agency listed below:

(1) Prior Active Army, ARNGUS, or Army Reserve service applicants:

(a) Separated from active military service of less than four months, with or without Reserve obligation, send request to the transition point or separation activity.

(b) Separated from active military service more than four months and completely discharged from military service, send request to:

Commander, AR-PERSCOM  
ATTN: ARPC-ZNG

- 1 Reserve Way  
St Louis, MO 63132-5200
- (c) Separated from active military service more than four months with Reserve obligation, send request to:  
Commander, AR-PERSCOM  
ATTN: ARPC-ZNG  
1 Reserve Way  
St Louis, MO 63132-5200  
or FAX to 314-263-6528 or DSN 693-6528.
- (d) Separated from active military service and currently a member of an ARNGUS unit or a Army Reserve (TPU), send request to the Commander, of the ARNGUS or Army Reserve unit. DD Form 368 or FORSCOM Form 265-R (Conditional Release) may be used to verify periods of service in the RC only.
- (e) Discharged from ARNGUS without previous active military service, send request to the AG of the state from which separated.
- (f) Discharged from Army Reserve (TPU) without previous active military service, send request to the address in (c) above.
- (2) Prior Navy service applicants.
- (a) Separated with a Reserve obligation, send request to:  
Department of the Navy  
Navy Reserve Personnel Center  
ATTN: 40  
4400 Dauphine St  
New Orleans, LA 70149-7800
- (b) Separated without an obligation, send request to:  
Commander, HRC, St. Louis  
ATTN: ARPC-ZNG  
1 Reserve Way  
St. Louis, MO 63132-5200
- (3) Prior Marine Corps service applicants:
- (a) Separated fewer than four months with a Reserve obligation, send request to:  
Commander  
Marine Corps (Code MMRB-10)  
HQ, US Marine Corps  
WASH, DC 20380-0001
- (b) Separated more than four months with a Reserve obligation, send request to:  
Commander  
Marine Reserve Forces  
(Admin Activity)  
1500 East Bannister Road  
Kansas City, MO 64131
- (c) Separated from the Marine Corps with no obligation, send request to:  
Commander, HRC, St. Louis  
ATTN: ARPC-ZNG  
1 Reserve Way  
St. Louis, MO 63132-5200
- (d) If applicants are a member of an active Marine Corps Reserve unit, the member's Reserve unit maintains the DD Form 214. A certified true copy of the DD Form 214 may be used to verify prior Marine Corps service.
- (4) Prior Air Force service applicants:
- (a) With Reserve obligation despite time separated, send request to:  
Air Reserve Personnel Center  
ATTN: ARPC/DPSSA/B  
6760 East Irvington Place, #4400  
Denver, CO 80280-4400
- (b) Without Reserve obligation regardless of when separated, send request to:  
Commander, HRC, St. Louis  
ATTN: ARPC-ZNG  
1 Reserve Way  
St. Louis, MO 63132-5200
- (5) For ANGUS service, send request to the AG of the state from which separated.
- (6) Prior Coast Guard service applicants:
- (a) With a Reserve obligation, send request to:  
Commandant  
US Coast Guard  
ATTN: G-PE  
WASH, DC 20590
- (b) Without Reserve obligation regardless of when separated, send request to:

Commander, HRC, St. Louis  
ATTN: ARPC-ZNG  
1 Reserve Way  
St. Louis, MO 63132-5200

g. For applicants enlisting with PS when one or more of the documents listed above are present, but all PS claimed for computation of basic pay cannot be verified-

(1) Annotate a copy of the document that verified the last previous military service at the top of the document with date, place, and period of current enlistment. Return original of the document to applicant after annotation. Send copy of the verifying documents with each copy of the DD Form 4 series.

(2) After enlistment, the MPRJ custodian will attempt to verify the PS claimed, but not substantiated, from one or more of the addressees stated above. If verification is received, the custodian will:

(a) Place verification in the Soldier's MPRJ.

(b) Correct and update the Soldier's personnel records reflecting a revised Pay Entry Basic Date (PEBD).

h. When verifying prior service, documents needed to verify retirement points, such as NGB Form 23, AF Form 526, DA Form 3593, and NAV Pers 601-11 should be obtained for retirement accounting purposes.

## **2-23. Accessing DMDC information**

a. The Defense Manpower Data Center (DMDC) maintains enlistment eligibility information on prior service personnel. Information from this agency may be used for enlistment provided the SPD does not require a waiver per Table 2-1.

b. Applicant information must be obtained from appropriate service personnel centers as specified in para 2-22 for applicants whose SPD requires a waiver per Table 2-1.

c. Authorized personnel must register with the DMDC in order to access the database.

## **2-24. ~~Enlistment eligibility~~ (NOT USED)**

## **2-25. PS/GNPS applicants with disqualifications**

a. Applicants must reveal all disqualifications such as non-judicial punishment (Article 15, Captain's Mast), court-martial convictions, lost time, etc. For purposes of enlistment into the ARNG, only the following are considered current:

(1) Incidents that occurred during and since the last period of military service.

(2) Disqualifications that were not previously revealed prior to entrance into the US Armed Forces.

b. Applicants with lost time of 30 days or more regardless of the narrative reason for separation or RE code, require a waiver for enlistment. A separate or additional waiver required by the narrative reason for separation and/or RE code is not required.

~~c. Applicants discharged with a character of service of "Other Than Honorable", "Bad Conduct", or "Dishonorable" or who were discharged as a result of a Qualitative Management Program (i.e. QRB/SRB/MRD) are ineligible for enlistment—no waiver authorized. SEE TABLE 2-1, LINE 38~~

d. **WAIVER AUTHORITY: ~~CNGB~~(NGB-ASM) AG**

## **2-26. Reentry Eligibility (RE) codes and Narrative Reasons for Separation**

a. Reentry Eligibility (RE) codes are unique to each branch of the Armed Forces to include the reserve components. In most cases the "narrative reason for separation" as well as Separation Program Designator (SPD) are relatively standard throughout DOD. Applicants with an RE-4 from the Army, Army Reserve, and Army National Guard are not eligible for enlistment into the ARNG and no waivers ~~or exceptions are authorized~~ **(the only exception to this rule is for PS applicants discharged for failure to obtain US Citizenship with in their 8 year MSO, see para 2-14c)**. An RE-4 from any other service will be considered depending on the narrative reason for separation and the SPD code. While the RE code designates reenlistment eligibility at the time of separation, the "narrative reason for separation" provides the underlying reason or conditions that the service member was separated/discharged. ARNG recruiting officials must understand that the "narrative reason for separation" and/or the SPD become the prevailing factor in determining an applicant's enlistment eligibility. In cases where the "narrative reason for separation" conflicts with SPD, the SPD will take precedence. (See AR 635-5-1 for list of current SPDs.) **For the purposes of enlistment eligibility, Table 2-1 identifies those narratives that are acceptable for enlistment, and those that are disqualifying. Table 2-1 applies to PS and GNPS applicants.**

b.. U.S. Army Reentry Eligibility Codes

(1). RE-1.

(a) Applies to: Person completing their term of active service who are considered qualified to reenter the U.S. Army.

(b) Eligibility: Qualified for enlistment in the ARNG if all other criteria are met.

(2). RE-3.

(a) Applies to: Person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waivable.

(b) Eligibility: Ineligible unless an applicable waiver for narrative reason/SPD code is granted for the ARNG.

(3). RE-4.

(a) Applies to: Person separated from last period of service with a non-waivable disqualification. This includes anyone with a Department of the Army imposed bar to reenlistment in effect at time of separation, or separated for any reason (except length of service retirement) with 18 or more AFS.

(b) Eligibility: Ineligible for enlistment in the ARNG.

(4). RE-4R.

(a) Applies to: A person who retired for length of service with 15 or more years AFS.

(b) Eligibility: Ineligible for enlistment in the ARNG.

(5). RE 1A, 1B, 1C, 2, 2B, 2C, and 4A.

(a) Applies to: Soldier separated prior to the effective date of this regulation. These codes will not be used.

(b) Eligibility: (Qualified for enlistment in the ARNG, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.)

(6). RE-2A, 3A, 3B, 3C, 3D, 3E, 3S, and 3V.

(a) Applies to: Soldiers separated prior to the effective date of this regulation, but did not meet reentry criteria at time of separation.

(b) Eligibility: Ineligible unless an applicable waiver for narrative reason/SPD code is granted for the ARNG.

c. U.S. Navy and U.S. Coast Guard RE Codes

(1). Codes: RE-1, 1E, 1R, 3J, 3M, 3X, 5, 6 and 7.

(a) Applies to: Eligible for reenlistment in the U.S. Navy and U.S. Coast Guard.

(b) Eligible: Qualified if all other applicable criteria are met for the ARNG.

(2) Codes: RE-3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3K, 3L, 3N, 3P, 3Q, 3R, 3S, 3T, 3U, and 3Y.

(a) Applies to: Persons separated with disqualifications for retention.

(b) Eligibility: Ineligible unless an applicable waiver for narrative reason/SPD code is granted for the ARNG.

(3) Codes: RE -3A, 3B, 3R, 3T, 3U, 3Y, 3Z.

(a) Applies to: Persons separated with disqualifications for retention in the U.S. Navy and U.S. Coast Guard.

(b) Eligibility: For ARNG fully eligible for enlistment.

(4) Codes: RE-2, 3V and 4.

(a) Applies to: Ineligible for reenlistment in the U.S. Navy and U.S. Coast Guard.

(b) Eligibility: Ineligible unless an applicable waiver for narrative reason/SPD code is granted for the ARNG.

d. U.S. Air Force RE Codes

(1) Codes: RE-1, 1J, 1R, 1T, 2I, 3A, 3I, and 3J.

(a) Applies to: Eligible to reenlist in the U.S. Air Force.

(b) Eligibility: Qualified if all other applicable criteria are met for the ARNG.

(2) Codes: RE-1A, 1K, 1M, 1P, 2A, 2C, 2D, 2E, 2F, 2J, 2K, 2L, 2M, 2N, 2P, 2T, 2U, 2X, 2Y, 3B, 3C, 3D, 3E, 3K, 4, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M and 4N

(a) Applies to: Ineligible to reenlist without waiver in the U.S. Air Force.

(b) Eligibility: Ineligible unless an applicable waiver for narrative reason/SPD code is granted for the ARNG.

(3) Codes: RE-2, 2B, 2G, 2H, 2Q, 2R, 2S, and 2W.

(a) Applies to: Not eligible to reenlist in the U.S. Air Force.

(b) Eligibility: Ineligible unless an applicable waiver for narrative reason/SPD code is granted for the ARNG.

e. U.S. Marine Corps RE Codes

(1) Codes: RE-1, 1A, 2A, 3A, and 3U

(a) Applies to: Eligible to reenlist in the U.S. Marine Corps.

(b) Eligibility: Qualified to enlist provided all other criteria are met for the ARNG.

(2) Codes: RE-1B, 1C, 2C, , 3C, 3D, 3E, 3F, 3H, 3J, 3N, 3O, 3P, 3R, 3S, 3T, 3V, and 3W.

(a) Applies to: Personnel separated with disqualifications in the U.S. Marine Corps.

(b) Eligibility: Ineligible unless an applicable waiver for narrative reason/SPD code is granted for the ARNG.

(3) Codes: RE-2, 2B, 4, and 4B.

(a) Applies to: Not eligible to reenlistment in the U.S. Marine Corps.

(b) Eligibility: Ineligible unless an applicable waiver for narrative reason/SPD code is granted for the ARNG.

TABLE 2-1 PS/GNPS Military Separations / Discharges			
Line	NARRATIVE REASON FOR SEPARATION	WAIVER AUTHORITY	NOTE
1.	Accept a Commission or Warrant Officer appointment	NA	1
2.	'Alien'	-----	4
3.	Alcohol Rehabilitation Failure *	CNGB (NGB-ARS)	3, 11, 13
4.	Alcoholism/Alcohol Abuse *	CNGB (NGB-ARS)	3, 11, 13
5.	Attend School ( <i>includes police school and Officer Training Program</i> )	NA	1
6.	Breach of Contract	AG	
7.	Completion of Required Active Service ( <i>includes: "Expiration of Active Service", "Expiration Term of Service", "Insufficient Retainability"</i> )	NA	1
8.	Conscientious Objector	-----	4
9.	Convenience of the Government	AG	3
10.	Court Martial *	-----	4
11.	Defective Enlistment Agreement	AG	
12.	Dependency	AG	5, 8
13.	Desertion *	CNGB (NGB-ASM)	3
14.	Disability ( <i>Temporary, Permanent, Aggravation, Severance Pay, Not in Line of Duty</i> )	CNGB (NGB-ARS)	12
15.	Disability (Existed Prior to Service, Physical Evaluation Board)	CNGB (NGB-ARS)	12
16.	Drug abuse / DAT Positive* ( <i>includes applicants who were flagged at the time of discharge and/or Barred from reenlistment because of "Drug Abuse"</i> )	CNGB (NGB-ASM)	3, 10, 11, 13, 14
17.	Drug Rehabilitation Failure *	-----	4
18.	Entry level Separation/Trainee Discharge ( <i>performance/conduct</i> ) *	AG	2, 7
19.	Early Release - Discontinuance of Active Duty ( <i>includes: "Holiday Early Release Program"</i> )	NA	1
20.	Early Release - Special Separation Benefit or Voluntary Separation Incentives	NA	1
21.	Early Release - Insufficient Retainability, Seasonal Employment, Incompatible Occupation	AG	5
22.	Erroneous Entry ( <i>excludes separation for "Drug Abuse", see Line 16</i> )	AG	
23.	Expedition Discharge	AG	2
24.	Failure to meet medical procurement standards ( <i>excludes for "Drug Abuse", see Line 16</i> )	CNGB (NGB-ARS)	3, 6
25.	Failure to Complete a Commissioning Program	AG	
26.	Failure to Report to Gaining State upon Interstate Transfer ( <i>includes: "IRR no-show"</i> )	AG	
27.	Failure to Report to IADT ( <i>Entry Level Status</i> ) *	AG	2
28.	Fraudulent Entry *	AG	3
29.	Hardship	AG	5
30.	Homosexuality	-----	4
31.	In Lieu of Trial by Court Martial * ( <i>includes: "For the Good of the Service"</i> )	AG	3
32.	Marriage	AG	8
33.	Medically Unfit for Retention	CNGB (NGB-ARS)	3, 6
34.	Minor (under age)	AG	
35.	Misconduct * ( <i>excludes separation for "Drug Abuse", see Line 16</i> )	AG	3
36.	Non-Retention on Active Duty ( <i>includes: "Locally Imposed Bar to Reenlistment", "Declination of Continued Service", and "Two-Time Non-Select (officers)"</i> )	AG	
37.	Non-Retention ( <i>includes: "Locally Imposed Bar to Reenlistment", "Declination of Continued Service", and "Two-Time Non-Select (officers) in ARNG or USAR</i> )	AG	
38.	<b>"Other Than Honorable", "Bad Conduct", or "Dishonorable" Character of Service or who were discharged as a result of a Qualitative Management Program (i.e. QRB/SRB/MRD)</b>	<b>Non-Waivable</b>	<b>4</b>
39.	Pattern of Misconduct * ( <i>excludes separation for "Drug Abuse", see Line 16</i> )	CNGB (NGB-ASM)	3
40.	Parenthood	AG	5, 8
41.	Physical Condition ( <i>includes: "Physical Condition not a Disability"</i> )	CNGB (NGB-ARS)	3, 6
42.	Physical Standards	CNGB (NGB-ARS)	3, 6
43.	Pregnancy (Childbirth)	AG	8
44.	Personality Disorder ( <i>includes: "Character or Behavior Disorder"</i> )	CNGB (NGB-ARS)	3, 6
45.	Reduction in Force ( <i>includes "Reduction in Authorized Strength"</i> )	NA	1
46.	Retirement, Active Duty ( <i>Voluntary, Sufficient Service</i> )	-----	4
47.	Retirement, Reserve Component ( <i>applicant is currently assigned to the "Retired Reserve"- Any Component</i> )	CNGB (NGB-ARH)	9
48.	Secretarial Authority	CNGB (NGB-ASM)	
49.	Sole Surviving Son or Daughter	CNGB (NGB-ASM)	
50.	Unsatisfactory Participation (RC) *	AG	15
51.	Unsatisfactory Performance *	AG	2, 7
52.	Unsuitability *	-----	4
53.	Weight-Control Failure	AG	5

**TABLE 2-1 (continued)**  
**PS/GNPS Military Separations / Discharges**

**NOTES:**

1. Eligible for enlistment.
2. **12 6** month waiting requirement from date of discharge/separation from military service. **No more than 3 months may be granted for an exception to policy.**
3. **24 12** month waiting requirement from date of discharge/separation from military service. (Note: Waivers being processed through NGB-ARS that also require an exception to the waiting period will be forwarded to NGB-ARH after NGB-ARS approval is received through GEMR) **No more than 6 months may be granted for an exception to policy.**
4. Ineligible for enlistment - no waiver authorized.
5. Applicant must provide evidence that hardship or conflict was resolved or no longer exists.
6. Applicant requires a waiver for enlistment regardless of current medical condition and physical profile assessed during physical.
7. No waiting period required if separation was due to APFT failure. Applicant/ Soldier is required to pass a record APFT within 6 months of enlistment or prior to entrance on IET, whichever occurs first.
8. Applicant may require an approved Family Care Plan (FCP) prior to enlistment if they are a "single parent" or if their spouse is a member of the Armed Services (active or reserve). Multiple waivers with NGB being the approving authority will include the FCP if dependency was one of the disqualifications. See paragraphs 2-9 and 2-19
9. Applicant must be less than 55 years of age in order to be eligible for an enlistment waiver. Requires final approval from **HRC, St. Louis** prior to enlistment in the ARNG. See chapter 6, AR 140-10 for eligibility and requirements for transfer from Retired Reserve to the Individual Ready Reserve (IRR).
10. Applicants who were discharged in pay grades E-1 through E-3 and who were not previously reduced as a result of separation proceedings will enlist pay grade E-1. Applicants discharged in pay grade E-4 through E-6 and who were not previously reduced as a result of separation proceedings will enlist 2 grades below the grade held at time of separation/discharge. Applicants who were discharged in pay grades E-7 and above (regardless of board action at the time of separation) are ineligible for enlistment - no waiver authorized.
11. Must have successfully completed a certified rehabilitation program and evidence of participation in a program in support of sobriety.
12. Waivers are only considered in cases where the applicant's disability is not more than 30%.
13. A current Drug and Alcohol Test (DAT) (with negative results) must be included with the applicant's request for waiver.
14. See paragraph 2-42 for required waiting periods and appropriate waiver authority if discharge was due to testing positive during a pre-accession Drug and Alcohol Test (DAT). Waiver authority is AG if discharge was due to not meeting weight standards at the time - there is no waiting period associated with this type of waiver.
15. **Applicants discharged for Unsatisfactory Participation will be required to wait 12 months before applying for re-enlistment into the ARNG. (This includes Soldiers who were discharged to the IRR; however, service in the IRR counts as qualifying service ONLY IF the Soldier has Honorably performed duty and received a honorable discharge from the IRR (i.e. mobilized from the IRR)).**

**Legend**

" \* " = Unfavorable Separation/Discharge"      NA" = Enlistment waiver is not required      "----" = Enlistment waiver is not authorized

**Section IV**

**Enlistment Periods and Authorized Pay Grades (includes NPS/GNPS/PS)**

**2-27. General**

This section prescribes the eligibility requirements for authorized periods of enlistment and authorized pay grades for NPS and PS applicants enlisting into the Army National Guard.

**2-28. Service obligations**

- a. Statutory Obligation (See para 1-14)
- b. Contractual Obligation (See para 1-14)

**2-29. NPS authorized periods of enlistment**

a. NPS applicants except GNPS (see para 2-30 below) will be enlisted for 8 years. Active participation in an ARNGUS unit is service in the Selected Reserve. An applicant may elect one of the following options:

- (1) 8 x 0 (8 years Selected Reserve). This option requires applicants to remain assigned to the Selected Reserve for the entire period of the enlistment agreement.
- (2) 6 x 2 (6 years Selected Reserve plus 2 years in the IRR). This option requires the applicant to remain assigned to the Selected Reserve for a period of 6 years before being transferred to the IRR for the remaining 2 years. See b below. This is the minimum enlistment period for individuals enlisting for Special Forces Training, or for the 360-day delay.
- (3) 4 x 4 (4 years Selected Reserve plus 4 years IRR). This option requires the applicant to remain assigned to the Selected Reserve for a period of 4 years before being transferred to the IRR for the remaining 4 years. See b below.
- (4) 3 x 5 (3 years Selected Reserve plus 5 years IRR). This option requires the applicant to remain assigned to the Selected Reserve for a period of 3 years before being transferred to the IRR for the remaining 5 years. See b below.

b. Soldiers may request to remain assigned to the Selected Reserve at the end of their contractual obligation. They may extend their enlistment agreement or immediately reenlist at the end of their contractual obligation. Soldiers who elect not to extend or immediately reenlist will be discharged and assigned to the IRR. (See NGR 600-200, Chapter 7).

c. Applicants discharged from Delayed Entry Program (DEP) must enlist in the ARNG for a period to fulfill their uncompleted MSO. Additionally, a minimum of 6 years must be served in the Selected Reserve. Time previously served in the DEP is creditable towards MSO. See AR 135-178.

### **2-30. GNPS authorized periods of enlistment**

GNPS applicants must enlist for a period of years, months and days equal to the unfulfilled portion of their original MSO or may not select one of the authorized periods of enlistment listed in paragraph 2-29 above not to exceed the original MSO. ~~The entire period of enlistment will be served as a member of the Selected Reserve.~~ (See chapter 3 for enlistment programs/options).

### **2-31. PS authorized periods of enlistment**

- a. PS applicants who do not have a current Selected Reserve obligation and who have -
  - (1) 24 months or more remaining on their Military Service Obligation (MSO); must enlist in the ARNG for the remaining portion of their MSO of which at least 2 years must be served in a drilling status **unless enlisting for the "Try One Option" as outlined in Para 3-14.** Note: Any remaining balance at ETS may be served in the IRR or the applicant may initiate a DA FM 4836 to extend their contract to continue serving in a drilling status.
  - (2) At least 12 months but less than 24 months remaining on their MSO; must enlist in the ARNG in a drilling status for the entire balance of their MSO, unless enlisting for the "Try One Option" as outlined in Para 3-14.
  - (3) Less than 12 months remaining on their MSO; must enlist in the ARNG in a drilling status for a minimum of 1 year.
  - (4) No remaining MSO; must enlist in the ARNG (drilling status) for minimum of one year.
- b. PS applicants who have a current selected reserve obligation (regardless of MSO) and who have -
  - (1) At least 12 months or more remaining on their current contractual obligation; must enlist in the ARNG for the entire balance of their contractual obligation. All time must be served in a drilling status.
  - (2) Less than 12 months remaining contractual obligation must enlist in the ARNG (drilling status) for a minimum of 1 year.
  - (3) No remaining contractual obligation; must enlist in the ARNG (drilling status) for minimum of one year.
- c. Authorized periods of enlistment in paragraphs a and b above are the minimum requirements. PS applicants may elect to serve longer however at no point may they enlist for a period of more than 6 years.
- d. PS applicants who were discharged prior to completing their original MSO, (MSO was terminated) must enlist in a drilling status for a period of years, months and days equal to or greater than the unfulfilled portion of their original MSO, but not less than 1 year. At a minimum, they must serve the remainder of their MSO in a drilling status, or any period (in whole years) beyond that, up to 6 years.
- e. Applicants who are eligible and who subsequently elect enlistment options, monetary incentives, educational benefits, or any combination of these, must enlist for the periods stipulated by the program from which they desire.
- f. PS applicants classified as permanent resident aliens (see para 2-14a(2)) may not enlist if they have completed a total of 8 years of Federal military service. Additionally, an applicant, classified as a permanent resident alien, may not enlist for a period of which when combined with previous military service, exceeds 8 years of total Federal military service. Federal military service includes all combined periods of military service, both active and reserve (including IRR).
- g. **WAIVERS** or exceptions to policy: None

### **2-32. NPS/GNPS authorized grades of enlistment**

- a. NPS applicants who enlist in the ARNGUS will enlist in grade PV1 unless an advanced pay grade is authorized per table 2-2 or the CASP. (See chapter 3) GNPS applicants will enlist in the pay grade held at the time of separation/discharge unless a higher grade is authorized per Table 2-2 or qualifications under CASP. **Post enlistment advancements are authorized when the Soldier meets the criterion before completion of AIT and any other required qualifications are met.** Advanced pay grades authorized by this chapter will be annotated in the remarks section of the DD Form 1966 series. Qualification under multiple rules from table 2-2 for advancement to pay grade E-2 may be used for advancement to E-3.
- b. Qualifications obtained after enlistment but before completion of AIT requires a DA Form 4187 advancing the Soldier to the grade authorized in this chapter. Documents received prior to the applicant processing at MEPS must be included in the pre-enlistment packet. For those received after the Soldier reports to IADT, the MILPO will forward them to the Training Installation Liaison Office.
- c. All post-enlistment advancements require a DA Fm 4187 in which the Training Installation Liaison will provide to the training unit commander for entry into the active duty personnel system. Failure to provide this form may cause pay problems for the training Soldier. This is an exception to the provisions in NGR 600-200, chapter 11, section III higher-grade authorization will be annotated in remarks section of DD Form 1966 series. DA Form 4187 advancing Soldier to higher grade must be forwarded to MEPS prior to the Soldier reporting to IADT. DA Form 4187 may reflect a retroactive effective date and date of rank if documents are received after enlistment. Provisions of this paragraph supersede chapter 11 NGR 600-200 until the Soldier completes AIT.
- d. Treat GNPS as NPS unless previous discharge was less than "Honorable" reasons.
- e. DOR for NPS applicants will be the date of enlistment. Treat GNPS under PS rules for DOR computation.
- f. **WAIVERS** or exceptions to policy: None



**2-33. PS authorized grades of enlistment and date of rank (DOR)**

a. PS applicants will be enlisted in the previous grade held at the date of transfer, separation or discharge. Authority for advance pay grades for PS applicants with an "Honorable" discharge may be authorized by Table 2-2 or CASP and will be annotated in Remarks section of DD Form 1966 series.

b. PS applicants who were discharged under less than "Honorable" conditions will be enlisted in the grade held at the time of discharge regardless of current qualifications.

c. GNPS applicants will enlist in the pay grade held at the time of separation/discharge unless a higher grade is authorized per Table 2-2 or qualifications under CASP.

d. To determine the applicant's DOR.

(1) If applicant has military status, DOR is unchanged.

(2) If applicant has a break in military status that is less than 24 months, adjust DOR by subtracting period spent in grade from date of enlistment.

(3) If applicant has a break in military service, 24 months or greater, the DOR is the date of enlistment.

e. **DOCUMENTS** used to verify eligibility -

(1) Army ROTC. DA Form 134 (Military Training Certificate-Reserve Officers Training Corps) or school transcript verifying number of years completed.

(2) Air Force ROTC. Locally provided certificate of completion or school transcript verifying number of years completed.

(3) Navy ROTC. Certificate of completion or school transcript verifying number of years completed.

(4) NDCC. DA Form 254 (Military Training Certificate-National Defense Cadet Corps).

(5) USMC. Completion certificate.

(6) Air Force Civil Air Patrol (CAP). General Billy Mitchell Award Certificate; a letter from CAP-U.S. Air Force, Maxwell AFB, AL; or a letter from the CAP unit commander showing successful completion of phase II of the CAP training program.

(7) Stripes for Buddies: MILPO will provide DA Form 4187 to MEPS listing including name(s) of applicant's referrals and date of enlistment or commissioning packet acceptance of the referral. After enlistment, MILPO will provide DA Form 4187 to unit commander for advancement orders.

f. **WAIVERS** or exceptions to policy: None.

<b>TABLE 2-2, NPS/PS Advance Pay Grades</b>				
<b>R U L E</b>	<u>Qualification</u>	<u>Eligibility</u>	<u>Authorized Grade</u>	<u>Remarks</u>
<b>A</b>	Completed at least one (1) year of Junior ROTC, National Defense Corp Program <b>or Youth ChallenNGe Or Young Marines</b>	NPS	E-2	CIHSJR, HSSR, HSDG (ONLY)
<b>B</b>	Completed at least three (3) years of Junior ROTC or National Defense Corp Program	NPS	E-3	CIHSJR, HSSR, HSDG (ONLY)
<b>C</b>	Completed Phase II requirements of the Air Force Civil Air Patrol (CAP) and been awarded the "Billy Mitchell Award."	NPS	E-2	
<b>D</b>	Participated in the Naval Sea Cadet Corps (NSCC) and been awarded the "NSC."	NPS	E-2	Page 19A (Record of Cadet Advancement)
<b>E</b>	Awarded the "Boy Scout Eagle Certificate" as a member of the Boy Scouts of America	NPS	E-2	Form 58-708
<b>F</b>	Awarded the "Girl Scout Gold Award" as a member of the Girl Scouts of America	NPS	E-2	
<b>G</b>	Completed MS1 of Senior ROTC	NPS/PS	E-2	
<b>H</b>	Completed MS2 of Senior ROTC	NPS/PS	E-3	
<b>I</b>	Attended less than 180 days at any U.S. Service Academy or U.S. Military Preparatory School	NPS/PS	E-2	
<b>J</b>	Attended 180 days or more at any U.S. Service Academy or U.S. Military Preparatory School	NPS/PS	E-3	
<b>K</b>	Completed at least 24 semester hours (36 quarter hours) of post-secondary education at an accredited institution	NPS/PS	E-2	See Note 1
<b>L</b>	Completed at least 48 semester hours (72 quarter hours) of post-secondary education at an accredited institution	NPS/PS	E-3	See Note 1
<b>M</b>	Completed a degree producing program of at least (4) years in duration and received an official certificate.	NPS/PS	E-4	See Note 1
<b>N</b>	Completed at least 18 months of post-secondary vocational-technical training and received an official transcript/certificate	NPS/PS	E-3	See Note 1

<b>TABLE 2-2, NPS/PS Advance Pay Grades (continued)</b>				
<b>O</b>	Refers one (1) qualified applicant who enlists into the ARNG	NPS /GNPS	E-2	See Note 2
<b>P</b>	Refers two (2) qualified applicants who enlist into the ARNG	NPS /GNPS	E-3	This is a total of 2 referrals - not in addition to referral from rule "O" above. See Note 2
<b>Q</b>	Refers one (1) qualified Registered Nurse (RN) or Medical Doctor (MD)	NPS/PS	E-3	State Headquarters or USAREC accepts application. See Note 2
<b>R</b>	Former Officer or Warrant Officer <u>without</u> prior enlisted service	PS	E-5	See Note 3
<b>S</b>	Former Officer or Warrant Officer <u>with</u> prior enlisted service	PS	See Note 4	
<b>T</b>	Former enlisted member of any US Armed Force (E-6 through E-9)	PS	See Note 5	<b>May enlist in current grade if enlisting into a valid position vacancy and there is no projected fill from a valid and current Enlisted Promotion List (EPS) list (requires coordination of State Enlisted Promotion Manager). If applicant is enlisting into a position that is projected to be filled from a valid and current EPS list, the State CSM must approve the enlistment. Applicants must be qualified in the MOS for which enlisting. Refer to NGB 600-200 for other assignment restrictions.</b>
<b>U</b>	Former enlisted member of any US Armed Force (E-1 through E5)	PS	See Note 5	May be eligible for a higher grade under other rules outlined in this table. See "Try One in the Guard" enlistment option.

**Notes:**

1. Institution must be listed in the Accredited Institutions of Post-Secondary Education, published by the American Council on Education.
2. **Soldiers who refer qualified applicants who subsequently enlist in the ARNGUS, Active Army or USAR may be advanced, without regard to other promotion criteria, to PV2 or PFC. The State MPMO will verify enlistment of referred applicants. The applicants must enlist before the referring soldier leaves for IET, while the soldier is between phases I and II of the Split Training Option or after the soldier completes IET. Referred applicants who enlist while the referring soldier is in IET can only be advanced by the soldier's IET Commander. Prepare the DA Form 4187 recommending advancement. If the IET Commander does not authorize the advancement, the soldier may be advanced upon release from IET. The effective date will be the date released from IET, not the date the referral enlisted. While in IET, the ARNG does not have the authority to advance soldiers, or make advancements effective during the period of IET without the concurrence of the soldier's IET Commander. When a referred applicant enlists before the person who referred them, the referral will be used to determine advancement of the individual who originally referred them. This authority allows advancement based on any combination of enlistment before or after the referring soldier's enlistment, or before or after service in IET but not during this training. Two or more applicants can not refer each other and be advanced. Unit commanders will advance soldiers:**
  - a. Who enlisted as PV1:
    - (1) From PV1 to PV2, upon enlistment of one qualified NPS applicants.
    - (2) From PV2 to PFC, upon enlistment of two NPS applicants (includes the one applicant in a(1) above).
  - b. For soldiers who enlisted as PV2, to PFC upon enlistment of one qualified NPS applicants.
  - c. On DA Form 4187, cite this paragraph as well as the basic paragraph for the grade to which advanced.
3. Up to and including the grade of E-5. MILPO determines authorized grade of enlistment based on previous experience and position vacancy availability.
4. Up to the grade of E-5 or the grade held prior to commissioning (whichever is higher). Previous enlisted grades held as Warrant Officer/Officer Candidate cannot be considered for this rule.
5. **Up to previous grade held at the time of last separation/discharge; however, no higher than the authorized grade of the position. In some instances, PS applicants may be required to enlist one or two grades below the grade held at the time of separation/discharge from previous military service due to position availability. PS applicants will only enlist in grades in which they meet Army NCOES requirements. PS applicants who do not possess Army NCOES or authorized equivalent training for Army NCOES will not enlist higher than the grade of E-5. All E-9 "Command Sergeants Major" require the approval of the State CSM. NCOES requirements and coursed credible as equivalent Army NCOES are outlined in Chapter 7, AR 600-8-19 (ARNG Enlisted Promotions).**

## Section V

### Moral standards for enlistment (NPS/GNPS/PS)

#### 2-34. General

This section prescribes the policy and provides guidance on moral standards of personnel applying for enlistment into the ARNG. The underlying purpose of moral character enlistment standards is to minimize the entrance of persons who are likely to become disciplinary cases, present security risks, or who disrupt good order, morale, and discipline. The ARNG should not be viewed as an institution or source of rehabilitation for those applicants who have not subscribed to the legal standards of society at large.

#### 2-35. Eligibility

- a. Applicants are eligible for enlistment if they are of strong moral character and beliefs.
- b. Applicants are not eligible for enlistment without an approved waiver(s) if they:
  - (1) Are of questionable moral character.
  - (2) Have a history of antisocial behavior.
  - (3) Have frequent venereal disease.
  - (4) Possess ideals that are not consistent with the interests of national security.
  - (5) Profess conscientious objections, or religious convictions at time of application, which preclude unrestricted worldwide assignment, deployment, or availability for combat duties.
  - (6) Have a tattoo(s) not in compliance with AR 670-1, paragraph 1-8d. (See para 7-20)

#### 2-36. Moral disqualifications

- a. Recruiting procurement personnel must determine an applicant's eligibility for enlistment based on the moral standards outlined in this regulation.
- b. Moral disqualifications are categorized as follows:
  - (1) Law Violations/Criminal behavior
  - (2) Drug use/experimentation (includes all controlled substances)
  - (3) Pre-Accession Drug and Alcohol Test (DAT)
  - (4) Tattoo(s)
  - (5) Homosexuality
  - (6) Conscientious objector
- c. Each category outlines the standards that applicants must meet in order to qualify for enlistment. As indicated, waivers for certain moral disqualifications are authorized and are only granted on a case-by-case basis. Prerequisites and required documentation for moral waivers are identified in Section VI of this criteria.
- d. For the purposes of enlistment and this regulation, law violations are classified as either Traffic, Minor Non-traffic, Misdemeanor or Felony level offenses.

#### 2-37. Law violations/criminal behavior

- a. Applicants are eligible for enlistment if they have no record of arrest, adjudication, conviction, probation, community or public service in lieu of conviction, (includes deferred sentence), pending charge, parole, or suspended sentence.
- b. Applicants with a criminal history or who demonstrate a pattern of undesirable criminal behavior will be rejected for enlistment. A pattern is described as an applicant with frequent offenses/convictions (despite their classification) over an extended period of time.
- c. Recruiting personnel must be able to identify those persons who may be concealing information, or have a pattern of criminal behavior and the propensity to disregard any standard of conduct, good order and discipline. Take the same awareness in instances that a person's behavior, verbal or written communication, appearance or gestures indicate they may be associated with, has views towards, or is a member of, an extremist group or organization that advocates the denial of civil rights under the constitution of the United States.
- d. Membership and participation in a group or organization that is considered extremist in its beliefs, or has condoned the use of force to attain its agenda are also indications that an individual is not, and could not, meet the standards of conduct expected of members of the Armed Forces.
- e. **WAIVERS:** See table 2-3

#### 2-38. Pending charges-civil restraint

- a. Any applicant with a pending charge or under restraint from a criminal/~~traffic~~/civilian court is ineligible for enlistment. The term "restraint" is defined as a pending charge, unpaid fine, probation (supervised or unsupervised), parole, or suspended sentence, such as community or public service in lieu of conviction, "deferred sentence" or "filing".
- b. Applicants with a pending court action for divorce, civil lawsuit or under unconditional, unsupervised probation for "Traffic" or "Minor Non-Traffic" offense (ONLY), are eligible for enlistment. **NPS/GNPS Applicants with pending traffic offenses (other than DUI or Reckless Driving) are eligible for enlistment; however, a final disposition (satisfy all fines/confinement) must be achieved prior to shipping for IADT. PS Applicants must obtain final disposition within 180 days after enlistment.**
- c. Military personnel are prohibited from taking part in the release of an individual from pending charges or restraint for the purpose of enlistment into the ARNG **and under no circumstances will enlistment into the ARNG be used as a "rehabilitation tool" in any civil or criminal case.**

## 2-39. Local police records check

Any offense other than minor traffic requires a completed DD Form 369 in county of residence and offense.

## 2-40. Disposition of civilian/criminal charges/convictions

a. While it is impossible to list every law infraction, Table 2-3 provides an alphabetical list of the more typical offenses. The list includes traffic, minor non-traffic, misdemeanor, and felony level offenses. Charges listed in this criterion may not be the exact wording used in your state/territory. In cases where a charge has similar wording or intent, treat the offense(s) the same as the classification listed in Table 2-3. ~~In cases where a charge is determined to be a traffic or minor non-traffic offense per Table 2-3, treat the offense at the level indicated in this criterion. In cases where a charge is determined to be a misdemeanor or felony, treat the offense as listed in this criterion at the level indicated in the classifications section of Table 2-3, despite classification under local law, unless the local law classifies the offense at a higher level than Table 2-3. In cases where a charge is not listed in this criterion, treat the offense as charged under local law.~~ In cases where the State classifies an offense as a felony but Table 2-3 classifies it as a lower offense, treat the offense as a felony due to other constraints in state law that may prohibit the applicant from owning, using or possessing a weapon. If a state conviction restricts an applicant from possessing/carrying/using a firearm, then the applicant is ineligible for enlistment and no waivers or exceptions are authorized. In cases where there is no comparable charge, or you are not sure of how to determine the classification, use the principles in "b" below. In cases where the applicant is serving a "suspended" sentence, the applicant will be eligible only after completion of that "Suspended Sentence" plus any applicable waiting period.

b. Apply these basic principles when determining level of offense:

- (1) Minor Non-Traffic: Maximum confinement under local law is 4 months or less
- (2) Misdemeanor: Maximum confinement under local law is more than 4 months and less than 12 months.
- (3) Felony: Maximum confinement under local law is 12 months or more.
- (4) Parking Tickets: Do not consider parking tickets in any classification. If the failure to pay traffic ticket fines results in a criminal charge, then that charge will count and be used to determine enlistment eligibility.

c. List all offenses, despite the outcome, or place of the offense. A person arrested, cited, charged, or held for an offense(s) and allowed to plead guilty to a lesser offense, will document the original charge(s), and also, the lesser offense to which a plea of guilty was entered.

d. The following definitions are provided to assist recruiting procurement personnel in determining an applicant's eligibility for enlistment -

(1) *Civilian Court Conviction*. A judgment of guilty or accepted plea of "*nolo contendere*" ("no contest") is entered in a court record for persons tried as adults

(2) *Other Adverse Disposition*. Includes all law violations that are not civilian court convictions, however it resulted in an arrest or citation for criminal misconduct followed by the formal imposition of penalties or any other requirements upon the offender by any court or governmental agency. Examples of "Other Adverse Dispositions" include-

1. Admission into a diversionary program
2. Admission into an adult first time offender program
3. Deferred acceptance of guilty plea
4. Enrollment in a supervision program
5. Unconditional suspended sentence and unsupervised unconditional probation

(3) *Expungement*. The process of removing the "initial conviction" or "other adverse disposition" so that under state law the applicant has no record of conviction or adverse adjudication. Note: Despite the legal effect of this action, it does not change the fact that the applicant committed the offense or criminal act. Applicants must reveal the underlying facts of the conviction and may ultimately require an enlistment waiver depending on the level of the offense.

(4) *Dismissal*. The act when charge is dismissed without a conviction or other adverse disposition or referral of charges. Note: For the purposes of enlistment, charges/convictions dismissed **do not require an enlistment waiver/exception; however, charges/convictions dismissed** based on evidence of rehabilitation or completion of a satisfactory period imposed by a court are not considered a "dismissal" of charges. Such proceedings recognize rehabilitation, however they do not change the fact that the applicant committed the offense or criminal act. In these cases, applicants must reveal the underlying facts of the conviction and may ultimately require an enlistment waiver depending on the level of the offense.

(5) *Pardon*. Applicants who may have received a Gubernatorial or Presidential Pardon are required to disclosed the circumstances and a copy of the pardon; however, no waiver or exception to policy is required for the charges or conviction(s) the pardon was granted.

Table 2-3 Consolidated list of law violations (Moral)			
Line	Offense	Classification	Remarks
1.	Adultery	Misdemeanor	
2.	Altered driver's license	Misdemeanor	
3.	Armed Robbery	Felony	Non-Waivable
4.	Arson (includes: "Attempted Arson")	Felony	Non-Waivable
5.	Assault, Simple	Minor Non-Traffic	\$500.00 fine or less (no confinement)
6.	Assault (Fighting or Battery)	Misdemeanor	\$501.00 fine or more (confinement)
7.	Assault, Aggravated (such as assault with dangerous weapon, assault intentionally inflicting great bodily harm, or assault with intent to commit a felony)	Felony	Non-Waivable

<b>Table 2-3(continued)</b> <b>Consolidated list of law violations (Moral)</b>			
<b>Line</b>	<b>Offense</b>	<b>Classification</b>	<b>Remarks</b>
8.	Blocking (retarding) traffic	Traffic	
9.	Breaking and entering	Felony	
10.	Bribery	Felony	
11.	Burglary (includes possession of burglary tools)	Felony	Any degree
12.	Burning a draft card	Misdemeanor	
13.	Careless Driving	Traffic	
14.	Carrying a concealed weapon (Other than firearm; such as brass knuckles)	Minor Non-Traffic	
15.	Carrying a concealed firearm or unlawful carrying of firearm	Misdemeanor	
16.	Cattle Rustling	Felony	
17.	Check, worthless, making or uttering, with intent to defraud  <b>NOTE: The value of the check must be annotated in the waiver request.</b>	See Remarks	<u>Misdemeanor</u> if the value is less than \$500.00 <u>Felony</u> if the value is at least \$500 but less than \$1000.00 (Non-Waivable if value is \$1000.00 or more)
18.	Child abuse <b>(Includes Child Endangerment/Welfare)</b>	Felony	Non-Waivable
19.	Conspiring to commit a misdemeanor	Misdemeanor	
20.	Conspiring to commit a felony	Felony	
21.	Contributing to the delinquency of a minor	Misdemeanor	
22.	Criminal sexual conduct	Felony	Non-Waivable (1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Degree)
23.	Crossing yellow line, driving left of center	Traffic	
24.	Curfew violation	Minor Non-Traffic	
25.	Damaging road signs	Minor Non-Traffic	
26.	Desecration of grave	Misdemeanor	
27.	Desecration of American Flag	Misdemeanor	
28.	Destruction of private property	See Remarks	<u>Minor Non-Traffic</u> if the value is less than \$500.00 <u>Misdemeanor</u> when the value is at least \$500.00 but less than \$1000.00 <u>Felony</u> if the value is at least \$1000.00 but less than \$2000.00 (Non-Waivable if value is \$2000.00 or more)
29.	Discharging firearm through carelessness or within municipal limits	Minor Non-Traffic	
30.	Disobeying traffic lights, signs, or signals	Traffic	
31.	Disorderly conduct (creating disturbance, boisterous conduct)	Minor Non-Traffic	
32.	Disturbing the peace	Minor Non-Traffic	
33.	Domestic violence	Felony	Non-Waivable
34.	Driving while intoxicated or driving while ability impaired	Misdemeanor	Includes all levels of OWI/DWI/DUI Note: Applicants convicted of 3 or more offenses are ineligible for enlistment.
35.	Driving an uninsured vehicle	Traffic	
36.	Driving without license plates or expired registration	Traffic	
37.	Driving without license, or with suspended or revoked license	Traffic	
38.	Drug trafficking	Felony	Non-Waivable
39.	Drunk in public; drunk or disorderly	Minor Non-Traffic	
40.	Dumping refuse near or on highway	Minor Non-Traffic	
41.	Embezzlement	Felony	Less than \$1000.00 (Non-Waivable if \$1000.00 or more)
42.	Extortion	Felony	
43.	Failure to stop and render aid after an accident	Misdemeanor	
44.	Failure to maintain control	Traffic	
45.	Failure to appear; disobeying summons	Minor Non-Traffic	
46.	Failure to comply with officer's directive	Traffic	
47.	Failure to keep vehicle under control	Traffic	
48.	Failure to Pay Child Support	Felony	
49.	Failure to submit report after accident	Traffic	
50.	Failure to yield right-of-way	Traffic	
51.	Failure to stop or yield to a pedestrian	Traffic	
52.	Fighting or taking part in an altercation	Minor Non-Traffic	
53.	False bomb threat	Felony	

<b>Table 2-3(continued)</b> <b>Consolidated list of law violations (Moral)</b>			
<b>Line</b>	<b>Offense</b>	<b>Classification</b>	<b>Remarks</b>
54.	Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers	Traffic	
55.	Fish and game violation (hunting/fishing without a license)	Minor Non-Traffic	
56.	Following too close	Traffic	
57.	Forgery (knowingly uttering or passing forged instruments)	Felony	
58.	Glue sniffing	Misdemeanor	
59.	Grand theft, auto	Felony	Non-Waivable
60.	Harassment	Misdemeanor	
61.	Hitchhiking	Traffic	
62.	Improper passing (Includes: passing on right, passing in a no passing zone, passing stopped school bus, or passing a pedestrian in cross walk)	Traffic	
63.	Improper turn	Traffic	
64.	Indecent acts with a minor	Felony	Non-Waivable
65.	Indecent exposure	See Remarks	1. Charges/convictions such as "relieving oneself on a public highway" are considered a <u>Misdemeanor</u> level offense. 2. Charges/convictions associated with "flashing" or "streaking" are considered <u>Felony</u> level offenses. 3. Charges/convictions involving a minor or with "intent to arouse" are considered <u>Non-Waivable Felony</u> conviction.
66.	Joyriding	Misdemeanor	
67.	Jumping turnstile	Minor Non-Traffic	
68.	Juvenile adjudication's such as beyond parental control, incorrigible, runaway, truant, or wayward	Minor Non-Traffic	
69.	Kidnapping, abducting (includes: parental kidnapping of children)	Felony	Non-Waivable
70.	Killing a domestic animal	Minor Non-Traffic	
71.	Larceny, Petty	Misdemeanor	Value is less than \$500.00
72.	Larceny, Conversion	Felony	Value is at least \$500.00 but less than \$1000.00
73.	Larceny, Grand	Felony	Non-Waivable if value is \$1000.00 or more
74.	Leaving key in ignition	Traffic	
75.	Leaving the scene of an accident	Misdemeanor	
76.	Liquor; unlawful manufacture, sale, possession, or consumption in public	Minor Non-Traffic	
77.	License plates improperly displayed or not displayed	Traffic	
78.	Loitering	Minor Non-Traffic	
79.	Looting	Misdemeanor	
80.	Malicious mischief	Minor Non-Traffic	
81.	Manslaughter	Felony	Non-Waivable
82.	Murder	Felony	Non-Waivable
83.	Negligent homicide	Felony	
84.	Operating an uninsured vehicle	Traffic	
85.	Operating an overloaded vehicle	Traffic	
86.	Pandering	Felony	
87.	Perjury or subornation of perjury	Felony	
88.	Poaching	Minor Non-Traffic	
89.	Possession/use of a <u>marijuana</u> (includes: "Simple Possession", "Possession with less than 1 oz" or "Possession of drug paraphernalia")	Misdemeanor	A conviction of <del>one (1)</del> or two (2) offense(s) requires a waiver despite classification under Table 2-4 of this regulation. Waiver authority: AG <i>Note: Applicants convicted of 3 or more offenses are ineligible for enlistment.</i>
90.	Possession/use of a controlled substance ( <u>other than marijuana</u> ) <i>Note: Applicants convicted of 2 or more offenses are ineligible for enlistment.</i>	Felony	A conviction of one (1) offense requires a waiver despite classification under Table 2-4 of this regulation. Waiver authority: CNGB (NGB-ASM)

<b>Table 2-3(continued)</b> <b>Consolidated list of law violations (Moral)</b>			
<b>Line</b>	<b>Offense</b>	<b>Classification</b>	<b>Remarks</b>
91.	Possession/use of a controlled substance with the intent to deliver * <b>Includes growing and/or manufacturing of any drug including marijuana</b>	Felony	Non-Waivable
92.	Probation violation	Misdemeanor	
93.	Prostitution (Solicitation)	Felony	
94.	Public intoxication of a controlled substance	Felony	
95.	Purchase, possession or consumption of alcohol by a minor	Minor Non-Traffic	
96.	Racing, dragging, or contest for speed	Traffic	
97.	Rape (Sexual assault, sexual abuse, criminal sexual abuse, incest)	Felony	Non-Waivable
98.	Reckless Driving	See Remarks	<u>Minor Non-Traffic</u> if the fine is less than <b>\$500.00</b> (no confinement) <u>Misdemeanor</u> if the fine is <b>\$500.00</b> or more (confinement)
99.	Removing property under lien	Minor Non-Traffic	
100.	Removing property from public grounds	Minor Non-Traffic	
101.	Resisting arrest (Includes: Eluding a police officer, Fleeing)	Misdemeanor	
102.	Riot	Felony	
103.	Robbery (without a weapon)	Felony	
104.	Sale or distribution of narcotics or habit forming drugs, to include marijuana	Felony	Non-Waivable
105.	Selling or leasing weapons	Misdemeanor	Convictions of selling or leasing weapons to a minor is considered a <u>Felony</u> level offense
106.	Shooting from highway or on a public highway	Misdemeanor	
107.	Shoplifting (retail fraud)	See Remarks	<u>Misdemeanor</u> if the value is less than <b>\$500.00</b> <u>Felony</u> if the value is <b>\$500.00</b> or more
108.	Slander	Misdemeanor	
109.	Sodomy	Felony	Non-Waivable
110.	Speeding	Traffic	
111.	Spinning wheels (includes: improper start, zigzagging or weaving in traffic)	Traffic	
112.	Spousal abuse	Felony	Non-Waivable
113.	Stalking	Felony	Non-Waivable
114.	Stolen property, knowingly received	See Remarks	<u>Misdemeanor</u> if the value is less than <b>\$500.00</b> <u>Felony</u> if the value is <b>\$500.00</b> or more
115.	Trespassing	See Remarks	<u>Minor Non-Traffic</u> if considered a "non-criminal" act <u>Misdemeanor</u> if "criminal" act
116.	Theft	See remarks	<u>Misdemeanor</u> when the value is less than <b>\$500.00</b> <u>Felony</u> when the value is <b>\$500.00</b> or more
117.	Under age smoking or purchasing tobacco	Minor Non-Traffic	
118.	Unlawful entry	Misdemeanor	
119.	Unlawful assembly	Minor Non-Traffic	
120.	Unlawful carrying of firearms <u>or</u> carrying concealed firearm	Misdemeanor	
121.	Using or wearing unlawful emblem/identification (such as presenting false identification)	Minor Non-Traffic	
122.	Vagrancy	Minor Non-Traffic	
123.	Vandalism	See Remarks	<u>Minor Non-Traffic</u> if damage is less than <b>\$500.00</b> <u>Misdemeanor</u> if damage is <b>\$500.00</b> or more
124.	Vehicular homicide	Felony	
125.	Willfully discharging firearm so as to endanger life (such as shooting in public place)	Misdemeanor	
126.	Wrongful appropriation of motor vehicle	Misdemeanor	Driving w/o owners consent

<b>Table 2-4 Waiver authority for law violations/criminal offenses (moral)</b>					
<u>LINE</u>	<u>CLASSIFICATION OF OFFENSE</u>	<u># OF OFFENSES</u>	<u>WAIVER AUTHORIZED</u>	<u>WAIVER APPROVAL/ DISAPPROVAL AUTHORITY</u>	<u>NOTE</u>
<b>1. Traffic</b>					
a.		1 - 5	Not required		1, 5
b.		6 - 12	Yes	AG	1, 3, 4, 5
c.		13 - 20	Yes	<del>CNGB (NGB-ASM)</del> AG	2,
d.		21 or more	Yes	<del>CNGB (NGB-ARH)</del> ASM)	6
<b>2. Minor Non-Traffic</b>					
a.		1 - 3	Not required		1, 3, 5
b.		4 - 6	Yes	AG	2, 4
c.		7 - 9	Yes	<del>CNGB (NGB-ASM)</del> AG	2, 5
d.		10 or more	No		
<b>3. Misdemeanor</b>					
a.		1	Not required		1
b.		2 - 3	Yes	AG	2, 5
c.		4 - 5	Yes	<del>CNGB (NGB-ASM)</del> AG	6
d.		6 or more	No		
<b>4. Felony (Juvenile)</b>					
a.		1	Yes	AG	2
b.		2	Yes	CNGB (NGB-ASM)	6, 7
c.		3 or more	No		
<b>5. Felony (Adult)</b>					
a.		1	Yes	CNGB (NGB-ASM)	6, 7
b.		2 or more	No		
<b>NOTES:</b>					
1. No waiting period, however all offenses must have final disposition. 2. 6-month waiting period since last offense, probation, or final disposition, whichever is latest of which only 3 months may be approved for an exception to policy. 3. Applicants convicted of 6 - 12 Traffic offenses combined with 2 or 3 Minor Non-Traffic offenses require an "AG" waiver. 4. Waiver is not required for applicants who have had <u>no</u> 'Traffic' or 'Minor Non-Traffic' offenses within the 24 months preceding enlistment. 5. Applicants convicted of 1 Misdemeanor offense combined with 3 - 12 Traffic offenses and/or 2 - 3 Minor Non-Traffic offenses require an "AG" waiver. Applicants convicted of 3 or more misdemeanor offenses for DWI/OWI/DUI are ineligible for enlistment – no waiver authorized. 6. 12-month wait since last offense, probation, or final disposition, whichever is latest of which only 6 months may be approved for an exception to policy. 7. Applicants convicted of 2 or more felony offenses as a "Juvenile" <u>and</u> 1 felony offenses as an "Adult" are ineligible for enlistment - waivers are not authorized.					

## 2-41. Drug use/experimentation

a. **NPS** applicants who self-admit to experimenting with marijuana as indicated on their DD 1966 and/or SF 86 do not require a moral waiver and therefore are considered eligible for enlistment. "Experimentation" is defined as one time or casual use, as in occasional, accidental, or irregular intervals over a short period of time resulting from peer pressure and as further defined by the Adjutant General. Any use disclosed by an applicant that is not within these guidelines is considered "recreational" use and requires a waiver to continue processing for enlistment. Waiver Authority: AG There is no waiting periods associated with "experimental" or "recreational" use.

b. **GNPS/PS** applicants who admit to experimenting or using marijuana during or since their last period of military service require an approved waiver for enlistment.

c. Any applicant (NPS/GNPS or PS during or since last period of service) who admits to experimenting or using a controlled substance other than marijuana (such as but not limited to Cocaine, Heroin, LSD, Rohypnol, Ecstasy, etc,) requires an approved waiver to enlist.

### d. **WAIVERS:**

(1) Applicants who self-admit to "recreational use" of marijuana:

**Authority:** AG. There is no waiting period associated with "experimental" or "recreational" use. Waivers for drug use must include the frequency and date of last use.

(2) GNPS/PS applicants who admit to using marijuana during or since last period of military services:



**Authority:** AG. Waivers for drug use must include the frequency and date of last use.

- (3) Applicants who admit to use of any controlled substance (other than marijuana):

**Authority:** CNGB (NGB-ASM). Waivers for drug use must include the type of substance(s), frequency and date of last use.

## 2-42. Pre-Accession Drug and Alcohol Test (DAT)

a. Applicants who fail the alcohol-screening test conducted at MEPS will not be allowed to further process for enlistment. MEPS GCs may refuse any applicant for processing who appears to be under the influence of alcohol.

(1) Applicants who previously tested positive for the presence of alcohol (once) during their pre-accession physical are eligible to process after 30-day wait from the first test.

(2) Applicants who tested positive the presence of alcohol two times during their pre-accession physical are ineligible to enlist.

b. All **NPS/GNPS** applicants who tested positive for drugs (one time) during their pre-accession physical or who were previously discharged for testing positive for drugs during their a pre-accession physical may enlist with an approved waiver. They must be advised that if they are permitted to enlist/reenlist in the ARNG, they will not be entitled to any SRIP benefits. Applicants with two consecutive positive drug tests are not eligible for enlistment. Waivers or exceptions are not authorized. Applicants who test positive for drugs during their per-accession physical will be accessed into the ARNG to establish a record of enlistment. They will later be discharged per paragraph 8-26b(3), NGR 600-200. Discharge will be effective the date the test results are provided from the servicing MEPS.

c. All **PS E-5 and above** applicants who tested positive for drugs (one time) during their pre-accession physical are ineligible for enlistment. Waivers or exceptions are not authorized. **Follow the waiver procedures listed in 2-42d for PS E-4 and below.**

d. Waivers for applicants who fail their pre-accession drug test may not be submitted until the end of the established waiting period and a current retest. (Waiting periods are **45 30** days for marijuana and 12 months for controlled substances other than marijuana) The retest must be administered by MEPS with negative results. The waiver authority has an inherent responsibility to consider the type of substance and last use in determining eligibility for enlistment. Waiver authority may impose a longer period in addition to the waiting period mentioned above.

### e. **WAIVERS:**

- (1) Applicants who tested positive for marijuana:

**Authority:** AG (marijuana)

- (2) Applicants who tested positive for any other controlled substance (Cocaine, LSD, Heroine, Ecstasy, etc.):

**Authority:** CNGB (NGB-ASM) for controlled substances (other than marijuana)

- (3) Applicants who tested positive twice for any controlled substance:

**Authority:** None. No waivers and no exceptions authorized.

## 2-43. Tattoos

See current Army policy (**Refer to AR 670-1, Chapter 1, para 1-8e, page 5**).

## 2-44. Homosexuality

a. Applicants will not be asked or required to reveal whether they are heterosexual, homosexual, or bisexual. They also will not be asked or required to reveal whether they have engaged in homosexual conduct unless independent evidence is received indicating that an applicant engaged in such, conduct or unless they volunteer a statement that they are homosexual or bisexual, or words to that effect. Homosexual conduct is grounds for barring entry into the ARNGUS except as otherwise provided in this paragraph.

b. A person's sexual orientation is considered a personal and private matter, and is not a bar to service entry or continued service unless manifested by homosexual or other such conduct as described below.

(1) Homosexual conduct is a homosexual act, a statement by the applicant that demonstrates a propensity, or intent to engage in a homosexual act, or there is evidence received demonstrating that they have married or attempted to marry a person known to be of the same biological sex (as evidenced by the external anatomy of the persons involved).

(2) Propensity to engage in a homosexual act means more than an abstract preference or desire to engage in a homosexual act. It indicates a likelihood that a person engages in or will engage in homosexual acts.

(3) Reject applicants for entry into the ARNGUS if, in the course of the accession process, evidence is received demonstrating that they engaged in, attempted to engage in, or solicited another to engage in a homosexual act or acts, unless there is further determination that:

(a) Such acts, are a departure from the applicant's usual and customary behavior.

(b) Such acts, under all circumstances, are unlikely to recur.

(c) Such acts were accomplished by use of force, coercion, or intimidation, of the applicant and;

(d) The applicant does not have a propensity or intent to engage in homosexual acts.

(e) They make a statement that they're homosexual or bisexual, or words to that effect, and there is a further determination that they have demonstrated that they're not a person who engages in, or attempts to engage in, has a propensity to engage in, or intends to engage in homosexual acts.

c. If applicants are the source of evidence received, they will be notified that they are disqualified for military service under current policy and will be given the opportunity to present a completed DD Form 1966 Series and SF 86, along with

written evidence (such as statements or any other documentation) through the recruiting and retention manager to the approval authority to demonstrate why they should not be disqualified.

d. If evidence is received from a source other than the applicant, the approval authority must determine the credibility of the evidence. If the evidence (from another source) is determined to be credible, the approval authority will notify the applicant that they are disqualified (e.g., evidence of homosexual acts). Applicants will be given the opportunity to present written evidence (such as statement or any other documents) to counter the credibility of the evidence received and/or to demonstrate why they should not be disqualified.

e. Credible evidence exists when the information, considering its source and the surrounding circumstances, supports a reasonable belief that an applicant has engaged in homosexual conduct. It requires a determination based on articulable facts, not just a belief or suspicion.

(1) The following activity is NOT credible evidence in and of itself, to establish homosexual conduct:

(a) The individual is suspected of engaging in homosexual conduct, but there is not credible information, as described that supports the suspicion.

(b) The only information is the opinion of others that an applicant is a homosexual.

(2) Credible information exists to establish homosexual conduct when:

(a) A reliable person states that he or she observed or heard an applicant engaging in homosexual acts, or saying that he or she is a homosexual or bisexual or is married to a member of the same sex.

(b) A reliable persona states that he or she heard, observed or discovered the applicant make a spoken or written statement that a reasonable person would believe was intended to convey the fact that he or she engages in, attempts to engage in, or has the propensity or intent to engage in homosexual acts.

(c) A reliable person states he or she observed behavior that amounts to a nonverbal statement by an applicant that he or she is a homosexual or bisexual, i.e., behavior that a reasonable person would believe intended to convey the statement that the applicant engages in, attempts to engage in, or has the propensity or intent to engage in homosexual acts.

f. The approval authority in all cases is the AG of the State and may not be further delegated. In reviewing the evidence in cases involving an applicant's statement that they are homosexual or bisexual or words to that effect, the AG may be guided by some or all of the following considerations; whether the applicant has engaged in homosexual about the applicant's statement; and or other evidence acts; the applicant's credibility; testimony from others.

g. Nothing in these procedures requires rejection for entry into the ARNGUS when the approval authority determines applicants have made a statement, engaged in acts, or married or attempted to marry a person of the same sex for the purpose of avoiding military service, and rejection of the applicant would not be in the best interest of the ARNGUS.

h. Waivers/exceptions to policy. Applicants must submit evidence that results in a favorable determination. This is considered an administrative action and will be listed on Page 3 DD Form 1966/3 as "Enlistment eligibility reviewed by the Adjutant General of "State), authorized to enlist (Date of Approval)."

i. **Waiver:**

**Authority:** AG (see 2-44f, g, and h above)

Note: The applicant does not have any recourse or rights of appeal other than those described above. Applicants must be briefed prior to being administered the oath of enlistment by MEPCOM. MEPCOM will comply with the instructions provided by HQDA. Applicants who admit to homosexual conduct while processing at MEPS will be referred back to the recruiting service concerned.

## **2-45. Conscientious objector**

Applicants who profess to be a conscientious objector at time of application will not be considered for entry in the ARNGUS. No waivers/exceptions to policy authorized.

a. Applicants who were previously conscientious objector but who no longer wishes to claim conscientious objector status may apply for a waiver. Waivers must include statements from the applicant, family, friends, and psychiatric evaluation. (Must be accomplished at a MEPS).

b. **Waiver:**

**Authority:** CNGB (NGB-ASM)

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## **Section VI**

### **Enlistment Waivers and Exceptions to policy (NPS/GNPS/PS)**

#### **2-46. General**

This Section prescribes procedures for processing requests for waivers for applicants with administrative, moral, medical and separation/discharge disqualifications.

#### **2-47. Scope**

Applicants **found to be** disqualified for military service are ineligible for enlistment. Applicants not meeting the minimum standards for enlistment may request a waiver for enlistment to the appropriate authority. Waivers, when authorized within this criteria, should only be granted for those applicants whose cases merit special consideration. Waiver authorities will consider the "whole person" concept when making final determination. Applicant's requiring a waiver will be processed for authorized unit vacancies per para 1-11.

## 2-48. Waiver approval/disapproval authority

a. Enlistment waiver authorities are established at two levels: Chief, National Guard Bureau (CNGB) and the individual Adjutants General (AG) of the states and territories. The CNGB further delegates waiver authority for selected moral and administrative disqualifications to the AGs of the individual states and territories. The AG may further delegate waiver authority but no lower than a Colonel (O-6) Military Personnel Officer (MILPO).

b. Established waiver authorities determine if waiver requests warrant favorable consideration through thorough review of waiver application and associated documentation. The burden rests with the applicant to prove to the waiver authority that they have overcome their disqualification(s) for enlistment and that their acceptance for enlistment would be in the best interest of the ARNG. Waiver authorities may disapprove waivers for applicants who do not meet prescribed standards or who cannot substantiate the merits of their cases.

c. The state surgeon should review MEPS requests for medical waivers if the review can be accomplished in a timely manner. Medical waivers disapproved by the State surgeon will not be forwarded to the CNGB (NGB-ARS via GEMR) unless appealed by the applicant.

d. Waivers previously disapproved may be resubmitted only if there is additional and/or relevant information or changes in the applicant's situation that merits reconsideration. Applicants may appeal a denial of a waiver through the chain of command to the next level above the original authority disapproving the waiver. In cases where CNGB was the disapproving authority, individuals may request reconsideration through the chain of command to the CNGB. Appeals will only be considered when there is additional and/or relevant information that was not included in the original request for waiver.

e. Each eligibility standard paragraph/table identifies the approval authority based on the disqualification.

f. Telephonic waivers are not authorized, unless specifically noted. See Table 2-5 for waiver codes.

## 2-49. Multiple waivers

a. Enlistment waivers of multiple disqualifications for the same applicant involving approval by separate levels of authority may be approved by the highest approving authority. Waivers for non-medical disqualifications will be submitted for approval after submitting a request for "medical" waiver to CNGB (NGB-ARS).

b. Waiver authorities are identified in each enlistment standard. Applicants requiring -

(1) 4 or more State AG level waivers are ineligible for enlistment.

(2) 2 or more NGB level waivers (excludes "medical" and "telephonic" waivers) are ineligible for enlistment.

(3) 3 or more State AG level waivers combined with 2 or more NGB level waiver (excludes medical) are ineligible for enlistment.

c. Capture multiple waiver codes. (See Table 2-5) Enter the 3-digit data code as listed in basic eligibility paragraphs. Enter all codes that apply (up to six) on the DD 1966/1, block 18e.

## 2-50. Validity periods of waivers

a. Waivers are valid for 12 months from the approval date or unless otherwise indicated on the approval. If changes occur which would require further review, the entire waiver must be resubmitted to the appropriate waiver authority for approval/disapproval.

b. CAT IV waivers are valid for 10 days from date of issue and are only valid during the FY in which issued. Substitutions are not allowed.

## 2-51. Enlistment waivers granted from other services

Enlistment waivers (excludes medical) granted from other armed services may be used for enlistment into the ARNGUS. This is provided the approval is less than 12 months old from the date of enlistment and there are no additional convictions or adverse actions on the part of the applicant since the waiver was granted. The RRM must verify the authenticity of the waiver and enter a comment in the remarks section of the DD 1966: "I agree to enlist the applicant based on a previously granted waiver for (state disqualification)".

## 2-52. Waiting periods

a. The waiting period following release from civil or criminal restraint or separation from any branch of the armed forces for less than "Honorable" conditions serves as an opportunity for the applicant to demonstrate satisfactory rehabilitation.

(1) Civil restraint includes final disposition of the case and includes court costs and fines.

(2) Military separation includes any separation code that requires a waiver and a waiting period (if applicable).

b. The waiting period for each offense or separation code is identified in applicable paragraphs/tables.

c. CNGB reserves the right to grant exceptions to policy on waiting period restrictions. All requests for exception to policy on the waiting periods must be submitted through the Guidance Counselor Redesign (GCR) system with a recommendation signed by the AG to NGB-ASM. ~~NGB-ASM will review the request and then forward it to NGB-ARH for approval or disapproval. (See para 2-56).~~

d. Applicants enlisted under an approved NGB or State waiver/exception to policy will wait a minimum of 12 months after date loaded into SIDPERS before a DD 368 can be initiated for consideration for enlistment into another component of the Armed Forces from the ARNG.

## 2-53. Submitting requests for waiver

- a. Submit waiver requests through military channels to the approval authority.
- b. If a waiver of one disqualification is requested, approving authority listed in each paragraph/table will make final determination of approval/disapproval. Intermediate commanders will make the determination on waivers which come under their jurisdiction, and may make recommendations on those not under their jurisdiction.
- c. Submit scanned copies of original of the DD Form 1966 series or other required documents in lieu of originals.
- d. For more than one disqualification, see multiple waivers in paragraph 2-49.
- e. Forward all NGB level waivers (except medical) through the GCR system to NGB-ASM for processing. See paragraphs 2-8 and 2-18 for medical waivers.
- f. Individuals who admit to drug or alcohol use or for those discharged for drug or alcohol abuse must have a negative DAT submitted with waiver request.

## 2-54. Administrative instructions for requesting waiver

- a. Documents required for waiver submission:
  - (1) NGB Form 22-3, Request for Waiver (See Figure 2-3 and 2-4)
  - (2) DD Form 369 (**must be complete and signed by validating agency**)
  - (3) SF 86 PAI/PEI(scanned copy) Note: Each block to be initialed by applicant.
  - (4) Statements from the applicants. (**Statement must address the specifics relating to the disqualification in detail. The use of "Young" and/or "Immature" is not an acceptable excuse for disqualifications**)
- (5) **Physical performed by MEPS or Military Treatment Facility** for NGB level waivers/exceptions to policy for: Age; Age and service; release from the Retired Reserves; DUI/DAT; any situation involving drugs and/or alcohol; any medical condition (previous/existing); weight control; and all medical waivers.
- (6) With documents to substantiate the waiver as follows:
  - (a) Trainability:
    - (1) **CAT IVA waivers are telephonic waivers. (Line score waivers for CAT IVA applicants is NOT authorized)**
    - (2) **Line score waivers are telephonic waivers.**
  - (b) Physical: Scanned copy of DD Form 2808, DD Form 2807-1 and civilian/military consultations, or reports. Soldiers release from Retired Reserve require current physical.
  - (c) Dependency: Birth Certificates, marriage certificates, divorce decree, family care plan.
  - (d) Moral: Department of Motor Vehicle report, court documents, probation report, character reference letters from friends, church, employer(s), MEPS physical with psychiatric consultation (if applicable).
  - (e) Age and Service: Recommendation from the AG and a statement from state CSM regarding waivers for individuals with over 20 years or two-time non-selects for officers who desire to enlist in the grade of E5 and above.
  - (f) GNPS prior service disqualification: DD Form 214, NGB Form 22, transfer or discharge orders.
- b. Recording of entries.
  - (1) Complete item 18e of section II, DD Form 1966 series via GCR process.
  - (2) Note waiver approval in remarks section of the DD Form 1966 series before enlistment is completed by the RRNCO.
- c. Applicants must have qualifying test scores before submission of waiver requests. A waiver may be processed before the physical examination except as noted in 2-54a(5) above. NGB level waivers may be requested while the applicant is still present at MEPS ("On the floor") after completion of the physical.
- d. Do not send applicants to Military Entrance Processing Station (MEPS) for final enlistment processing before the approval of required waivers.

## 2-55. Waiver categories

Enlistment waiver categories are established as follows:

- a. Administrative
  - (1) Age/Service (PS Only)
  - (2) Dependency
  - (3) Citizenship
  - (4) Initial Active Duty Training (IADT) delay
  - (5) Aptitude area (line) Score
  - (6) AFQT (CAT IVA)
  - (7) Defense Language Aptitude Battery (DLAB)
  - (8) English Comprehension Level Test (ECLT)
  - (9) Mental Test Category (CAT IVA)
- b. Moral
  - (1) Law Violations (Civil Court Conviction/Adverse Disposition)
  - (2) Positive Drug and Alcohol Test (DAT)
  - (3) Drug Use/Abuse
  - (4) Tattoo
  - (5) Homosexuality
  - (6) Conscientious Objector
- c. Separation Disqualification
- d. Medical

- (1) Under Height/Under Weight
- (2) Alcohol Abuse
- (3) Other Medical conditions

## 2-56. Exceptions to policy

a. Recruiting personnel and waiver authorities must understand that exceptions to policy are only granted to those applicants whose cases are sufficiently meritorious. Requests for exceptions to policy must provide substantial background information and significant accomplishments that would justify the applicant's enlistment into the ARNGUS.

b. All exceptions must be submitted through the appropriate chain of command to the State AG and submitted through the GCR system to NGB-ASM for moral and administrative exceptions, or through GEMR system to NGB-ARS for medical exceptions. NGB-ASM will review the request and forward it to NGB-ARH for **final determination**. Exceptions to policy are granted on a case-by-case basis only.

c. A comment to this effect will be recorded in the remarks section of the DD 1966 series. For applicants who are granted an exception to policy for the purpose of enlistment.

## 2-57. Exception to the waiver requirement (Sunset Rule)

a. **This provision eliminates the requirement to process waivers in cases where an applicant has committed 6-12 Traffic violations, 4-6 Minor-Non Traffic violations and 2-3 Misdemeanors if the applicant has had a "clean" record in the 3 years preceding enlistment/reenlistment into the ARNG.** A "clean" record is defined as having 2 3 or less minor non-traffic offenses, and/or 4 5 or less traffic offenses (not including parking violations), **and/or 1 misdemeanor in the 3 years preceding the enlistment/reenlistment date** of the applicant. The 3 year period begins at the final disposition of any court action, including probation, suspension, supervision, and final payment of all fines.

b. This provision does not apply if the applicant has **ever been convicted** or received an adverse disposition for **a felony**; 3 4 or more misdemeanors; 7 or more minor non-traffic offenses; **13 or more traffic offenses**; or any offense of driving while under the influence of alcohol or drugs(DUI/DWI/OUI). If the applicant exceeds these numbers, the normal waiver process must be followed prior to enlistment (See Table 2-3 & Table 2-4).c. If the applicant meets the above criteria, it will be annotated in the Remarks section of the DD 1966 series. The applicant is still required to list all offenses as required on enlistment documents and the EPSQ/SF 86 PAI/PEI.

## 2-58. Post enlistment waivers and/or exceptions to policy

a. **Disqualification(s) discovered after a Soldier enlists that would have required an enlistment waiver will be considered for a post enlistment waiver on a case-by-case basis. Waiver authorities can not grant waivers predicated on the fact that the applicant or Soldier has already enlisted in the ARNGUS. Requests for all post enlistment waivers will be forwarded through the GCR system to NGB-ARH for approval.**

b. **Disqualification(s) discovered after a Soldier enlists that would have required an enlistment exception to policy will be processed for discharge. Post enlistment exceptions to policy are not authorized. Commanders will initiate discharge proceedings for Soldiers who would have required an enlistment exception to policy per the appropriate paragraph.**

## 2-59. Required investigations

a. Further processing for enlistment will be suspended pending an investigation of a case (such as completion of police records check, discussion with probation officer, or review of correctional facility records, as applicable), if one of the following applies:

- (1) Applicant admits to a civilian criminal record (including arrests, charges, other adverse disposition, and convictions).
  - (2) Applicant does not admit to a civilian criminal record, but the enlisting agency has reason to believe such a record exists.
- b. The investigation will include the police record checks.
- c. Applicants are ineligible for enlistment if an investigation is pending.
- d. Applicant will incur any charges or fees necessary for providing appropriate documents.

<b>1</b>	<b>GCR Waiver Code</b>	<b>Waiver Description</b>	<b>Approval Authority</b>	<b>OLD NGB Code</b>	<b>NEW NGB Code</b>
		Administrative			
<b>2</b>	YYY	Not Applicable		YYY	YYY
<b>3</b>	AYA	Age		AYB	AYA
<b>4</b>	NEED SCR	Citizenship (PS Only)		AAB	AAB
<b>5</b>	Dependents	Administrative			
<b>6</b>	BAB	Military Spouse Waiver		AAB	BAB
<b>7</b>	BBB	Number of Dependents		ABB	BBB
	Mental Qualifications	Administrative			
<b>8</b>	CYB	Line Score Exceptions	CNGB (NGB-ASM / NGB-ARH as applicable)	CYA	CYB
	Law Violations	Moral			

11	DAE	Traffic (Minor)	AG Level	BAB	DAE
<b>Table 2-5 (continued)</b>					
<b>GCR Enlistment Waiver Codes</b>					
12		Traffic (Serious)	CNGB Level	BBA	Deleted
13	DCE	Non-Traffic (Minor)	AG Level	BCB	DCE
14		<u>Non-Traffic (Serious)</u>	<u>CNGB Level</u>	<u>BDA</u>	<u>Deleted</u>
15	DDE	<u>Misdemeanor</u>	<u>AG Level</u>	<u>NONE</u>	<u>DDE</u>
16	DEB	Felony (Adult)	CNGB	BEA	DEB
17	DFB	Felony (Juvenile)	AG	BFB	DFB
18	DEE	Felony (Adult BN Level Marijuana Only)	AG Level (All Marijuana for Guard)	BBB	DEE (Self-Admit)
19	DFC	Felony (Juvenile Marijuana Only)	(Other Drug Use for Guard) CNGB Level	BCA	DFC (Self-Admit)
20	FDE	Positive DAT (THC)	AG Level		FDE
21	FDB	Positive DAT (Other)	CNGB		FDB
	Previous Military Separation	Administrative			
22	EAA	RE-Code Approved by DA	HQ DA	NONE	EAA
23	EAB	RE-Code Approved by CNGB	CNGB	CAA	EAB
24		RE-Code			
25	EAE	RE-Code (Pregnancy and Parenthood)	AG Level w/o Pregnancy/Parenthood listed.	NONE	EAE
26	EBA	Grade Determination DA or HRC St. Louis	AG for NG	NONE	EBA
27	EBE	Grade Determination BN (USAR)		NONE	
28	ECE	Lost Time (5 days or less)		NONE	
29	ECA	Lost Time (6 or more days)	DA	NONE	
30	EDB	RE code existed prior to service	CNGB	NONE	EDB
31	Positive DAT	Medical			
32	FDE	BN Waiver	MILPO Level	NONE	
33	FDB	USAREC Waiver	TAG	NONE	
34	Medical Waivers	Medical			
35	HAB	Height	CNGB (Command Surgeon)	HAA	HAB
36	HBB	Weight	CNGB (Command Surgeon)	HBA	HBB
37	HCB	Medical	CNGB (Command Surgeon)	HCA	HCB
38		Administrative			
39	JYB	Sole Survivor		NONE	JYB
40	NYA	Conscientious Objector		NONE	NYA
41	PYE	DEP Separation		NONE	PYE

## Section VII

### Processing Applicants

#### 2-60. Processing elements

Processing generally consists of:

- Preliminary determination of qualifications.
- Administration of aptitude examination.
- Administration of physical examination.
- Required investigations.
- Approval of waivers, if required.
- Applicant orientation.
- Preparation of records and forms.
- Administration of oath of enlistment.
- Movement of personnel.

#### 2-61. Importance of applicant processing

Processing is usually an applicant's first personal introduction to the ARNGUS. If courtesy, tact, efficiency, and integrity prevail in this first contact, the applicant should believe that the decision to enlist in the ARNGUS is a wise one. Applicant processing should:

- Ensure that all accepted applicants are qualified for enlistment.
- Ensure that records are prepared accurately. Records are a matter of major importance during the applicant's military service, in later civilian life, and even after death.
- Provide a smooth transition into the ARNGUS.
- Provide proper advice and assistance to rejected applicants.

e. Ensure that personal documents are returned to applicants who are rejected or who are no longer prospects for enlistment. The balance of the applicant's packet will be reviewed and destroyed when no longer needed for current operations. Packets will not be retained for longer than two years.

f. Identify applicants who speak English as a second language. This includes all NPS applicants from American Samoa and Puerto Rico, and others whose records show they are not native English speakers and have lived in the United States less than one year.

(1) Inform these applicants that they will be taking an English Comprehension Level Test (ECLT) at MEPS.

(2) Advise them that those who score 69 or below on the ECLT must take English language training before IADT.

(3) Advise all applicants who must take English language training that failure of the course will result in discharge from the ARNGUS.

## **2-62. Orientation of applicants**

The RRNCOs will give applicants a preliminary orientation prior to processing for ARNGUS enlistment. This orientation is mandatory for all NPS applicants and PS applicants from other than the ARNGUS. Modify the orientation to meet the needs of those PS applicants enlisting in the ARNGUS with a break in ARNGUS service. The unit commander or designated representative will provide a similar orientation soon after enlistment. The orientation will consist of:

a. The military service obligation and unit participation requirements.

b. Mobilization and federalization requirements for State or Federal active duty.

c. Entitlement to pay and allowances.

d. Aptitude and physical testing required determining eligibility for membership, and training in various MOSs.

e. ARNGUS policy concerning equal opportunity (NGR 600-21).

f. An explanation of State laws relating to military justice and the applicability of the Uniform Code of Military Justice (UCMJ) from the date required to report under a Federal call of the ARNGUS or a Federal order to AD as a Reserve of the Army. A complete text of all laws discussed will be made available upon the applicant's request.

g. Explanation of dependent care and welfare during required training and mobilization. Applicants with family responsibilities for a spouse, dependent children or family members should understand that this in no way lessens their obligations for satisfactory participation in the ARNGUS and availability for mobilization. See AR 135-91, AR 600-20, and AR 608-99.

h. Female applicant counseling concerning policy and procedures for pregnant Soldiers (AR 135-91) and how the DCPC policy (AR 600-13) affects assignments and career opportunities.

i. Counseling on all relevant aspects of military service. In the case of NPS applicants, pay particular attention to a discussion of BT and AIT requirements, living conditions, pay and allowances, military discipline, expected standards of conduct and performance, and the demands of physical training and weapons qualification. Each applicant must be informed that there is no mandatory release date for the AIT portion of IADT, and that reclassification with follow-on training will occur if the applicant fails to qualify in the MOS to which sent for training. Counselors must become familiar with the training post facilities and training requirements in order to provide the applicants current information.

j. Informing the applicant about the SRIP Bonuses and other incentives that are currently in effect.

k. Informing PS applicants of the advantages of reclassification when civilian education, experience, or occupation has provided the applicant with skills of greater importance to the ARNGUS than the skill they previously held in the military.

l. The fact that most MOS, SQI and ASI will require completion of a specific course of instruction before being considered fully qualified to fill position vacancies.

m. Counseling applicants that the ARNGUS may process for discharge any member who uses marijuana, harmful or habit forming chemicals and drugs; not maintaining proper height and weight or body composition and level of physical fitness.

n. Counseling concerns the provisions and applicability of the Soldiers and Sailors Relief Act (DA Pamphlet 360-525 and DA Pamphlet 27-166).

o. Counseling concerning CASP.

p. Counseling concerning policy on the separation of persons based on homosexual conduct in accordance with (10 USC, 654).

q. Counseling applicants on tobacco usage policy.

r. Initial physical fitness (APFT) standards for BT.

s. Counseling applicants on dress code for MEPS.

t. Counseling the applicant that they must bring their original SSN card or printout from SSA, or DD 214 or NGB 22 for Prior Service Soldiers with them when shipping to IADT.

u. Counseling the applicant that they must establish an Army Knowledge Online (AKO) account prior to departing to IADT. The RRNCO will assist the applicant in setting up an AKO account immediately after enlistment.

## **2-63. Prohibitions**

a. During all phases of applicant processing, take particular care to prevent erroneous or fraudulent enlistments and unfulfilled commitments. Applicants will be rejected when it is clearly established that they do not meet enlistment criteria.

b. Members of U.S. Armed Forces will not be enlisted before honorable discharge, separation, or conditional release is obtained from that military service, (except Soldiers in the IRR and RCCC enlistees). Applicants for ARNGUS enlistment may state that they were discharged recently from the Active Army or a Reserve Component when in fact they were separated and assigned to the IRR.

c. Contact with unit members of U.S. Armed Forces and their Reserve Components to enlist in the ARNGUS will be made through post, camp, station, or base personnel representatives.

#### **2-64. Shared responsibilities**

- a. The State AG:
  - (1) Determines final acceptability of applicants for enlistment.
  - (2) Processes applicants to the extent possible. This processing will determine their tentative acceptance by the RRNCOs before they are sent to the MEPS.
  - (3) Funds applicant's transportation to and from MEPS to include meals and lodging through NGB. It is the state's responsibility to ensure all applicants that incur reimbursable expenses are reimbursed through the USPFO.
  - (4) Coordinates meals and lodging arrangements with MEPS.
  - (5) Administratively process all applicants through the ARNGUS MEPS GC, or through unit personnel section if applicants are not to be MEPS processed, before administering the oath of enlistment.
- b. Military Entrance Processing Station (MEPS).
  - (1) All NPS accessions must be full MEPS processed, to include GNPS applicants. This process includes aptitude testing, physical examination, administrative processing, and inspection for shipment to IADT. STO enlistees must ship through MEPS for both SP1 and SP2 of IADT.
  - (2) See paragraph 2-77 through 2-81 for ASVAB and Armed Forces Classification Test (AFCT) testing.
  - (3) The MEPS commander will process applicants as prescribed in AR 601-270 and this regulation.
  - (4) For PS applicants, states do have the option of field enlistments or full-MEPS processing. It is CNGB's intent that full-MEPS processing is the preferred method of processing.
  - (5) PS applicants on a conditional release from the Army Reserve or other U.S. Armed Forces, RCCC personnel, and ARNGUS interstate transfer personnel who do not need MEPS processing can be locally enlisted. However, full MEPS processing is encouraged to ensure quality control, reduced RRNCOs and unit administration, and uniformity of enlistment documents and procedures.
  - (6) Non-MEPS processed enlistment packets will be forwarded to arrive at the State SIDPERS within five days after enlistment.

#### **2-65. Preparation of records and forms**

Administrative personnel who prepare, control and transmit applicant enlistment records and forms will:

- a. Complete and assemble all required records and forms.
- b. Compare similar entries and correct discrepancies with the applicant.
- c. Establish that entries on records and forms are correct before signatures are obtained.
- d. Ensure all submitted records and forms are legible and readable, to include carbon copies.

#### **2-66. Verification documents**

Reproduce all verification documents for inclusion in enlistment packets. Some documents cannot be legally reproduced, such as naturalization certification. Return originals to the applicant. Remind applicants as soon as copies are made which documents they will need to establish benefits upon arrival at the reception battalion. All photocopies of source documents used to verify enlistment eligibility will be stamped "Official True Copy" by the recruiting representative.

#### **2-67. DD Form 1966 series**

- a. All applicants for initial enlistment in the ARNG must complete the DD Form 1966 Series. A new DD Form 1966 series is not required for enlistment when one is available from previous records. In this case, the old DD Form 1966 series must be updated by completing a new copy of page 1, DD Form 1966.
- b. Before applicants complete and sign the DD Form 1966 series, the RRNCOs will explain that:
  - (1) They are liable for any false representations made in their statements. Ensure they read the warning statement on the front of the DD Form 1966 series.
  - (2) Entries on the DD Form 1966 series must include any adverse juvenile adjudication or other convictions, whether or not the adjudication or conviction was expunged, pardoned, or otherwise "wiped out" by a civil court after a probation period. All offenses must be listed for which applicants were charged.
  - (3) All items in the DD Form 1966/1 through DD Form 1966/5 that require supervision or completion by the RRNCOs will be completed before sending an applicant to the MEPS for physical testing.

#### **2-68. General instructions.**

- a. The DD Form 1966-series consists several pages.
    - (1) Ensure that all copies are legible.
    - (2) Type or print all information in black or blue-black ink, using ballpoint pen.
    - (3) Use the abbreviation "NA" for "not applicable" when appropriate.
  - b. Complete the DD Form 1966 series per Figure 2-5.
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## **Section VIII**

### **Aptitude and Physical Testing**

#### **Part 1**

#### **Aptitude Testing**

##### **2-69. General**

- a. The Armed Services Vocational Aptitude Battery (ASVAB) is an enlistment test for recruiting purposes, and a student test for career and vocational counseling purposes.
- b. Since January 1976, the ASVAB has been the single DOD test given to applicants for enlistment. It replaced various aptitude test batteries previously used by the services.
- c. In the enlistment process, the ASVAB measures general trainability. It serves to determine eligibility for enlistment and to establish qualifications for assignment to specific skills.
- d. ASVAB testing policy applies to all NPS, GNPS, and PS applicants without current, valid test scores.

##### **2-70. Testing**

- a. Do not administer enlistment qualification tests to applicants who are otherwise ineligible for enlistment except as required for submission of NGB level waivers. Applicants who have not reached their 17th birthday will not be tested at MEPS. Do not test applicants who appear to be under the influence of drugs or alcohol, or otherwise seem to be impaired.
- b. Individuals assigned or attached to recruiting and retention positions will not in any way assist or become involved with the testing process beyond that of applicant administrative procedures for the MEPS. No one in a recruiting and retention position may administer the ASVAB or score answer sheets.
- c. RRNCOs use of locally developed test questions, test aids, or commercial test study guides to familiarize applicants with the ASVAB is prohibited.
- d. Commercial study guides will not be maintained in any recruiting facility or be in the possession of an RRNCO for use by an applicant. Applicants may be advised that commercial study guides are available.
- e. An accurate, fully completed, and signed USMEPCOM Form 714-A (Request for Examination) will be used to authorize each applicant's enlistment qualification testing and re-testing. This form will show the correct version of any previous tests taken. The RRNCOs will complete the non-shaded portions of items A, B, C, 1 through 17, 20, and 25, and the reverse side of the form per USMEPCOM Regulation 680-1. All data blocks must be complete and legible. Additional instructions:
  - (1) Block 4: if the same as current address, enter "Same as item 3."
  - (2) The RRNCOs will witness and certify the applicant's signature.
- f. Applicants will have to provide photographic identification, such as driver's license, passport, or student identification to the test administrator before taking the ASVAB test. Applicants without a photographic identification will place their right thumbprint on the USMEPCOM Form 714-A. Applicants who do not have the proper photographic identification and who refuse to be thumb-printed, will not be administered the test. During processing, applicant signatures will be compared to ensure proper applicant identification.
- g. Applicants who have answered at least one question on the ASVAB are considered to have tested.
- h. Test scores will be invalidated for any individual found to be a "ringer" for an applicant. A ringer is one who takes the ASVAB in place of the true applicant. Both the ringer and the applicant will be barred from re-testing for at least two years.
- j. The scores of an invalidated test will not be used for enlistment.
- i. Applicants detected receiving or using unauthorized assistance such as crib sheets, talking during test, etc., using other devious means such as working on a portion of the test other than the one being administered, or using calculators, slide rules, and other mechanical devices will not be allowed to test or complete the test and their test results will be invalidated. These individuals are barred from re-testing for six months.
- k. The first ASVAB administered is the initial test of an applicant. This policy applies regardless of the following:
  - (1) Testing is either the enlistment or student-testing program.
  - (2) Service sponsor.
- l. ASVAB scores are valid for two years for enlistment purposes after the date of the last administered test. This applies to NPS and GNPS.. (See Paragraph 2-73 for requirements for PS applicants).
- m. The most recent valid ASVAB score from either the enlistment or student test program will count as the score of record for enlistment.
- n. Applicants tested at Mobile Examining Team (MET) sites will not be sent to the MEPS for further processing until official test results are available. Applicants who do not meet the minimum score requirements to enlist will not be sent to the MEPS for further processing. Applicants who received test score waivers may continue processing at MEPS.

##### **2-71. Re-testing**

- a. A retest is any ASVAB administered after the initial ASVAB.
- b. A complete ASVAB will always be administered.
- c. Applicants may be given the first retest no earlier than one month after the initial test. That is, if the initial test was administered on 16 October, the first retest is prohibited until on or after 16 November.
- d. The second retest will not be allowed until one month after first retest date. That is, if a retest was administered on 16 November, any further re-testing is prohibited until on or after 16 December.

- e. Third and subsequent retest will not be allowed until 6 months after the second retest. All tests remain on record for 2 years from date of latest test. After a two-year break since last test or retest, all test results are purged from MEPS systems, and applicants can take a new "initial" test.
- f. Requests to validate test scores for individuals inadvertently tested will not be approved.
- g. A retest may be authorized to verify scores that do not reflect an applicant's true abilities and capabilities. Any subsequent re-testing with the ASVAB must be made in the time frames as stated above.
- h. MEPS commanders may immediately retest applicants who tested under adverse conditions when:
  - (1) An entire testing session is disrupted, that is, fire evacuation, power failure, undue noise, and so forth.
  - (2) Applicants who through no fault of their own are unable to complete the test, such as those called away because of an emergency. This does not include the requirement for an applicant to leave the test session because of illness that existed before the beginning of the test, since applicants are advised not to test if ill.
- i. The MEPS commander may require an applicant to retest when:
  - (1) There is a score difference of 20 or more percentage points between the AFQT score on the retest and the previous AFQT.
  - (2) There is reasonable cause to suspect improper means were used to influence or inflate ASVAB test scores.
- j. If a retest is warranted and the RRNCOs cannot resolve the case with the MEPS commander, the RRNCOs may submit written justification through command channels to NGB-ASM for coordination with HQDA and USMEPCOM.

## **2-72. High School testing program**

- a. The student ASVAB is administered in high school in support of the Department of Defense Student Testing Program.
- b. RRNCOs may recommend students 17 years of age or older to take the ASVAB in high school. The results of an ASVAB given to a 16 year-old can be used for enlistment but cannot be requested on an applicant until reaching age 17.
- c. Some high schools have decided on mandatory student testing. For enlistment purposes, mandatory tests count toward the waiting period for re-tests. This does not restrict repeated testing while in high school. It may restrict the use of these scores for enlistment purposes if an applicant is currently testing for enlistment in a MEPS or MET site. If a RRNCO is working with an applicant for enlistment who is in high school, the following pertains:
  - (1) The waiting period between tests, whether "enlistment" or "student" version, will be honored when an applicant has previously been tested with the ASVAB.
  - (2) Only the last valid test score is valid for enlistment.
- d. Tenth-grade student tests count as a first ASVAB test but is not valid for enlistment purposes.

## **2-73. PS ASVAB scores (excludes GNPS)**

- a. For the purpose of this paragraph, test scores will be used as follows:
  - (1) Conditional release personnel and PS applicants after a break in service from their last discharge of 10 years or less from any component may enlist in their previous MOS, or allowable conversion, without recompilation of test scores or re-testing. These applicants will be tested on the AFCT through the unit within six months after enlistment to provide record scores if prior service scores have not been received. With respect to REQUEST:
    - (a) The MOS for which the applicants are enlisting must be the same MOS in which they were previously qualified. The DA Form 2-1, DD Form 214, NGB Form 22 or order designating the MOS may be used to verify MOS qualification.
    - (b) MEPS GCs will only qualify the applicant in the aptitude area (line) score for the MOS(s) in which the applicant is qualified.
    - (c) All other line scores will be populated as "85".
    - (2) If the previous test scores do not meet current enlistment qualification requirements for the MOS, and the individual requires formal school training then the applicant must retest using the ASVAB and attain the minimum aptitude area score per DA PAM 611-21.
    - (3) Applicants on a conditional release from any service without verifiable test scores, and PS applicants from any U.S. Armed Force with a break in service of more than 10 years from their last discharge, must be re-tested with the ASVAB and attain the qualifying score for the MOS in which they will be enlisted per DA PAM 611-21. Applicants that can provide documentation that they are qualified in the enlistment MOS may enlist regardless of scores on ASVAB, but must still complete the test prior to enlistment to establish record scores.
  - b. Applicants will qualify for exemption of aptitude criteria if they have been awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, Air Force Cross, or Silver Star Medal, or are partially disabled combat-wounded veterans with fewer than 20 years of active military service or active Federal service.
  - c. When a PS applicant is required or requests to be re-tested, the new scores become official scores for all purposes including enlistment, as of that date, regardless of the outcome.

## **Part 2**

### **Administration of Medical Examination**

## **2-74. General**

- a. Medical examinations of the scope prescribed in AR 40-501 are required for all applicants except those outlined in AR 601-270.
- b. Applicants under 18 years of age require the consent of parents or guardians prior to any medical examination for enlistment.

- c. Personnel on a conditional release from any component of any U.S. Armed Force, interstate transfer, and in-service recruits are not required to take a medical examination provided they have verification of a physical completed within five years of the date of enlistment and have had no change in physical status, and PULHES has no designator of "3" or higher.
- d. Personnel on conditional release from a RC unit or IRR, interstate transfer or intrastate transfer are eligible to transfer or enlist without regard to the HIV screening requirements. These individuals will be HIV screened during the periodic in-service HIV screening program.
- e. Negative HIV test results are required within:
  - (1) The last five years for PS applicants. This includes those who enlist through the Reserve Component Career Counseling (RCCC) program who are required to meet retention medical fitness standards of AR 40-501, chapter 3.
  - (2) The last 6 months for PS applicants who are required to meet accession medical fitness standards of AR 40-501, chapter 2, if no record of previous HIV testing exists. If a record of previous HIV testing exists within the last two years, and it shows a negative antibody test result, PS personnel may enlist. The most recent test is considered the only valid test. If the HIV test results are positive, the applicant will not be accessed. If positive results are received after enlistment, the individual will be concurrently discharged, without board action or appeal.
- f. HIV positive IRR members and PS applicants (Army, ARNGUS or Army Reserve) who are medically fit for duty and who enlist within 72 hours after discharge may be enlisted into a non-deployable billet, if available. Policy in this area subject to change by the President, Congress, Secretary of Defense, or Secretary of the Army.
- g. All applicants for enlistment will be administered the Drug and Alcohol Test (DAT). Non-Prior service Soldiers will not attend unit assemblies until after receipt of negative DAT results (This excludes Guam).
- h. For persons already enlisted, if positive DAT results are received:
  - (1) The MEPS GC will cancel the training seats (if required) and notify the State Enlisted Personnel Manager (EPM).
  - (2) The unit commander or designated representative will notify the individual of the test results and that discharge action will be taken. Soldiers will be discharged under NGR 600-200, paragraph 8-26e. Requests for discharge or administrative boards are not required. Disclosure to anyone other than the chain of command and Soldier concerned is not authorized.
- i. For applicants not enlisted, if positive drug tests are received:
  - (1) The RRM will be notified when positive drug test results are received. EPM will advise the unit and MEPS.
  - (2) The unit commander or other representative will notify the individual of the test results and inform individual of disqualification for enlistment. Disclosure to anyone other than chain of command and individual concerned is not authorized.

## **2-75. Medical examinations**

- a. AR 601-270 governs medical examinations conducted at MEPS/Military Treatment Facility (MTF). At the MEPS/MTF, applicants will prepare DD Form 2807-1 in their own handwriting. Attach a photocopy of this form to the original and duplicate copies of the DD Form 4 series. See Figure 2-5 for a sample letter requesting documents from applicant's physician, when required.
- b. DD Form 2807-2 (Medical Prescreen of Medical History Report) will also be prepared and forwarded to the examining facility with the applicant's enlistment packet.

## **Section IX Processing of Special Personnel**

### **Part 1 Processing former Army Prisoners of War (POW) for enlistment into the ARNGUS**

#### **2-76. General**

This part applies to persons serving as enlisted members of all Army components on AD and held as POWs by governments or other authorities opposing the U.S. Armed Forces in an armed conflict.

#### **2-77. Processing applications of former Army POWs**

Process applications for enlistment of former POWs as follows:

- a. Under policy in effect at the time of enlistment applications, former POWs may be qualified to return to their former pay grade and MOSs and need not request special consideration. If so, process applicant and enlist under section II of this chapter. Process and enlist as a high priority by providing quick and thorough service.
- b. Forward the enlistment application as soon as possible to the RRM where action will be given priority if, under policy in effect at the time of application, any of the following applies:
  - (1) The former POW is not qualified for enlistment.
  - (2) The former POW is not qualified to enlist in the former pay grade and MOS.
  - (3) Applicant requests consideration not covered by this section.
- c. The State AG will take action to expedite waivers, requests for exception to enlistment criteria, and requests for special consideration.
- d. Address questions concerning former Army POWs telephonically to NGB-ARH.

### **Part 2 Processing members of other Reserve Components of the Armed Forces of the United States (excludes members of the Army Reserve) and Members of Delayed Entry Program for enlistment into the ARNGUS**

## **2-78. Policy**

Integrity of the Selected Reserve units of the other Reserve Components will be preserved as far as practical. Members of units will not be solicited to enlist in the ARNGUS. Information and assistance may be given upon request. A member of another RC who is in a participating status will not be enlisted or MEPS/MTF processed without first obtaining a conditional release on DD Form 368.

## **2-79. Request for discharge or clearance**

When a participating RC member applies for enlistment in the ARNGUS, use DD Form 368 to request RC discharge or clearance. This form is valid for 90 days from date signed by unit commander or designated representative. The RC must be notified promptly of a member's intent to enlist in the ARNGUS (if a member of another RC).

a. For members of units, send DD Form 368 to the member's unit commander. DD Form 368 is not required for non-unit members of the RC. However, certified official clearance from other services must be obtained prior to enlistment. The MEPS GC for the losing service can assist in obtaining the release of non-unit members. Members of the Retired Reserve must be released per AR 140-10, chapter 6 prior to enlistment in the ARNGUS.

b. Enlistment may be accomplished when the approved clearance is received.

c. Members of a DEP must have a DEP discharge order (Army and Air Force) or diary entries (Navy and Marine Corps) prior to processing for enlistment. Treat these applicants as NPS; they are not GNPS.

d. Extension of the 90-day validity period may be obtained telephonically by a commissioned or warrant officer if delay of enlistment was caused by waiver actions. Attach record of conversation to the DD Form 368.

e. Extensions can only be granted by the commander or authorized representative, or individual that now occupies the position, who originally signed the clearance. Submit a new clearance if 90 days have elapsed and a valid extension was not obtained.

## **2-80. Notice of enlistment**

a. When a RC member or former member is discharged or released under paragraph 2-88, the gaining ARNG MEPS GC or unit handling the enlistment will notify the losing unit or State by forwarding a copy of enlistment contract DD Form 4 series. Such notice will permit action needed to separate the Soldier.

b. If confirmation of enlistment into the gaining ARNGUS unit or State has not been received within 90 days, the losing unit or PSB personnel will contact the gaining unit or state representative to obtain information on the status of the enlistment.

c. Prior to the MEPS pre-enlistment interview of an ARNGUS Soldier enlisting into the ARNG of another State, the ARNG MEPS GC will initial and photo copy the Soldier's NGB Form 22-5-R-E, send the reproduced copy with an annotation of the date, unit of enlistment, and a copy of DD Form 4 to the losing State.

## **Part 3**

### **Processing Army Reserve Soldiers for enlistment into the ARNGUS**

#### **2-81. General**

Army Reserve Soldiers will not be transferred to ARNGUS units as Reserves of the Army; they must be enlisted. Process them for enlistment as PS applicants under section II of this chapter.

a. Policy in this part implements uniform accession procedures for Soldiers moving from Army Reserve (TPU) status without a break in military service.

b. Policy in this part does not apply to the IRR. See paragraph 2-22 for conditional release procedures for members of the IRR.

c. Policy in this part is applicable to applicants in the Retired Reserve.

#### **2-82. Basic eligibility standard**

This paragraph applies only to current Soldiers of Army Reserve (TPU) who have been granted conditional releases to enlist in the ARNGUS, but will remain members of the Army Reserve until the ARNGUS enlistment has been accomplished and verified. These Soldiers are considered PS, NPS or GNPS applicants. Basic eligibility criteria will be per this chapter with the following exceptions:

a. Training. No additional requirements.

b. Education. No requirement.

c. Medical. Applicant must meet height and weight standards or body composition prescribed by AR 600-9 at time of enlistment. This requirement is non-waivable.

d. Pregnancy (Ineligible until term completion and postpartum)

e. Administrative. Applicants will not be permitted to enlist in the ARNGUS under this part who:

(1) Will be discharged from the Army Reserve with a Bar to Reenlistment in effect.

(2) Have been denied Army Reserve reenlistment or extension.

(3) Will be discharged from the Army Reserve under any of the disqualifying provisions of this chapter.

(4) Failed their last APFT. Applicant may be conditionally enlisted if commander believes applicant can now pass APFT.

Applicant will be enlisted, re-tested, and processed in accordance with provisions of AR 350-41, chapter 9. In the event, applicant fails current retest, Soldier will be processed for discharge in accordance with this criteria.

f. Grade. See paragraph 2-33.

g. Dependency. No restrictions.

### **2-83. Processing procedures**

Administrative processing procedures for applicants enlisted under this part depend on the availability of applicant's MPRJ to the RRNCO and the ARNGUS for accession data. When Army Reserve (TPU) Soldiers apply for membership in an ARNGUS unit, the procedures below will apply.

- a. The RRNCO must request a conditional release from applicant's Army Reserve (TPU). Conditional release is explained as "a release from the Army Reserve on condition that a member will enlist in the ARNGUS." Applicants who fail to accomplish the enlistment remain members of the Army Reserve. Use DD Form 368 to obtain a conditional release and specify that its purpose is to accomplish a complete discharge from the Army Reserve (and as a Reserve of the Army) on enlistment in the ARNGUS, and is not a transfer action. In addition, the RRNCO must request access to applicant's MPRJ. MPRJ will be transferred to the ARNGUS when the Soldier has been enlisted in the ARNGUS.
- b. Enlistment packets will be assembled and distributed per this chapter.
- c. A new DD Form 1966 series is not required for enlistment processing when the Army Reserve has granted access to the applicant's MPRJ, or the Army Reserve has provided copies of required documents. The DD Form 1966 series will be updated by completing a new copy of page 1.
- d. If the RRNCO has access to the applicant's MPRJ, reproduce copies of documents applicable to the enlistment process from the MPRJ and prepare new documents as required by this chapter.
- e. After verifying eligibility standards, the RRNCO will prepare the applicant for MEPS/MTF processing or for enlistment at the unit, if MEPS/MTF processing is not required. However, the conditional release must be obtained prior to enlistment.
- f. When the applicants are enlisted, notify the Army Reserve TPU by forwarding a copy of the completed DD Form 4 series and the DD Form 368. Notification must be made within 10 days after enlistment per DODI 1205.19.
- g. The NGB Form 60 (Request for Clearance from Army Reserve for Enlistment/Appointment in the Army National Guard) is used in lieu of DD Form 368 for enlistment in the ARNGUS from an IRR control group of the Army Reserve. The NGB Form 60 with a copy of the ARNGUS DD Form 4 series will be provided to the CG, Army Reserve Personnel Command within 10 days of the administration of the oath. NGB Form 60 will not be used for Army Reserve "TPU" members.

## **Section X**

### **Injuries, illness or death of applicants, transporting applicants, and processing procedures for applicants found positive for HIV**

#### **Part 1**

##### **Applicants Injured or ill during processing**

### **2-84. General**

Applicants who suffer illness, injury or death at an ARNGUS facility or MEPS/MTF while undergoing enlistment processing, or while traveling directly to or from, may be given emergency medical care as authorized by AR 40-3. In addition, the applicant's beneficiaries may be entitled to:

- a. Government benefits administered by the Army, such as the death gratuity (section 1475(a)(5), title 10, United States Code) and burial expenses (sections 1481 and 1482, title 10, United States Code).
- b. Servicemen's Group Life Insurance administered by Department of Veterans Affairs, (section 106(b) and chapter 19, title 38, United States Code).
- c. These benefits include government arranged and authorized travel to and from MEPS/MTF for purposes of completing enlistment or reenlistment actions.

### **2-85. Determination of entitlement**

- a. See AR 600-8-1 for death gratuity and payment of funeral and burial expenses.
- b. Application for decision on entitlement to veteran's benefits may be made to the nearest Department of Veterans Affairs office.
- c. Application for determination of benefits is available to survivors of deceased applicants from the nearest Social Security Administration office.

### **2-86. Casualty reports**

The Army Casualty System in AR 600-8-1 applies to applicants who die while enroute to, from, or at a place for final acceptance or entry on AD, IADT or ADT with the ARNGUS.

### **2-87. Instructions to RRNCOs**

The AG will issue instructions to RRNCOs on their responsibilities concerning injured, ill, or deceased applicants.

#### **Part 2**

##### **Transporting applicants or enlistees to and from a MEPS/MTF**

### **2-88. General**

- a. Transportation and subsistence will be furnished to applicants only when either of the following applies:
  - (1) They are tentatively accepted for enlistment.

(2) They were recalled for enlistment after their names were reached on a waiting list.

b. Return transportation and subsistence from MEPS/MTF to the point of initial acceptance (such as recruiting station or residence) will be furnished to rejected applicants and acceptable applicants who cannot be enlisted at that time. Return transportation may not be provided to an applicant who was rejected because of a disqualification concealed at the time of tentative acceptance as an applicant.

c. Applicants who signify their intention to enlist may be retained at the MEPS/MTF at Government expense. They may be retained for the time needed to complete their processing at MEPS/MTF or other enlisting activity. In CONUS, the period of retention at Government expense will not exceed seven days without specific authority from the State AG.

## **2-89. Forwarding of enlistees**

Normally, applicants will be scheduled to arrive at destinations as shown below.

a. From recruiting stations to MEPS/MTF. Persons should arrive at MEPS/MTF during normal duty hours. When this is not possible, the RRNCOs will coordinate meal and lodging needs with MEPS/MTF.

b. From MEPS to reception battalion (RECBN). Applicants will be sent from MEPS to the RECBN. RECBN are 24-hour operations. No processing takes place on weekends, but the RECBN will provide billeting and meals.

## **Part 3.**

### **Applicants found positive for "HIV"**

## **2-90. Procedures**

During medical processing at MEPS/MTF, a blood sample is taken. The first screening test used is called "ELISA" OR "EIA" (HIV test). If this test shows positive, a second screening test, called "Western Blot" will be administered. If this test is positive, the following actions will take place:

a. MEPS/MTF will send a registered letter telling the applicant that the MEPS/MTF physician wants to consult with them on the results of the medical examination. The letter will request the applicant to contact the RRNCO within ten days. The RRNCO will schedule a consultation with the MEPS/MTF and arrange transportation. MEPS/MTF will also notify the RRM by memorandum marked "For Official Use Only" and will telephonically alert the RRM that an "EYES ONLY" memorandum is forthcoming. The RRM must ensure the following actions are taken:

(1) Notify the individual's RRNCO or, if unavailable, the authorized representative, that a memorandum has been mailed and that the applicant will be calling to arrange for transportation to MEPS/MTF.

(2) Ensure the RRNCO is aware of proper procedures and the need for strict confidentiality about this information.

(3) If the RRNCO is unavailable to escort the applicant, or in the judgment of the RRM the RRNCO should not be the escort, the RRM will designate another responsible NCO or officer to act as escort. The RRM must use prudent judgment when selecting the individual. If practical, the trip should be timed to preclude an overnight stay or long delay at MEPS/MTF. The MEPS/MTF will be ready at the scheduled time.

(4) After the MEPS/MTF physician has notified the applicant, the ARNGUS GC will cancel the reservation for training.

(5) If an applicant acknowledges receipt of the initial notification letter, but does not return to the MEPS/MTF within 30 days of the returned receipt, a second registered letter will be sent notifying the applicant of the positive HIV antibody test results and affording the applicant the opportunity to return to the MEPS/MTF for a repeat test. The letter with a fact sheet on HIV, will tell the applicant that he or she is HIV positive, is disqualified for military service, and encouraged to seek professional medical assistance from a physician or clinic if they do not desire to return to MEPS/MTF for a repeat test.

(6) If registered letters to applicants are returned to the MEPS/MTF, the RRNCO or RRM will be solicited for assistance in locating the applicants. If the applicants are located, the procedures stated above will be taken. If they are not located, the case will be closed.

b. Because of the sensitivity of this disease and the impact on individuals, total confidentiality is mandatory.

c. RRNCO will, under no circumstances, annotate or otherwise code any documentation, which is maintained at the recruiting station level that reflects HIV results. Appropriate annotation for referring to disqualification for HIV is the same as for any other medical condition such as "Permanent Medical Disqualification" (PMDQ) and/or "No waiver authorized". No mention of the reason will be entered.

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## **Section XI**

### **Pre-MEPS/MTF processing phase**

## **Part 1**

### **General Information**

## **2-91. Actions required of the RRNCO before sending an applicant to the MEPS/MTF or MET**

a. The procedures in this paragraph will be modified as directed by the State AG for applicants who are not MEPS/MTF processed.

b. Counsel applicant in accordance with this memorandum.

c. Screen applicant upon completion of the DD Form 1966 series. Ensure applicant has required verification documents.

d. Administer Enlistment Screening Test (EST) per NGB Pam 611-53.

- e. When the applicant passes the EST satisfactorily, schedule ASVAB at nearest Mobile Evaluation Test (MET) site using USMEPCOM Form 714-A unless MEPS/MTF will complete both aptitude and physical testing on the same day.
- f. Have applicant complete DD Form 2807-2..
- g. Electronically project the applicant using current electronic process to schedule physical exam and administrative processing (ASVAB testing if not done at a MET site).
- h. Prepare basic enlistment packet per this chapter to include processing of SF 1199A for Direct Deposit.
- i. Process enlistment waivers prior to sending applicant to MEPS/MTF. Medical examinations are not required for submission of a waiver request except for those applicants with a medical discharge from an AC of the U.S. Armed Forces or RC, and those found medically disqualified at the time of the enlistment medical examinations.
- j. If there is a potential medical problem on the DD Form 2807-2, the RRNCO should contact MEPS/MTF using "Dial-A-Medic" if available. Medical personnel will advise the RRNCO if the problem is disqualifying and whether consultation and medical supporting documentation will be required.
- k. Coordinate transportation to the MEPS/MTF, including transportation and meal tickets, information on lodging and the schedule of events.
- l. USMEPCOM Regulation 680-1 outlines procedures concerning personnel security investigations and security clearances
- m. Tell applicant where to report upon arrival at the MEPS/MTF.

**2-92. Actions required of MEPCOM personnel before applicant has seen the ARNG Guidance Counselor (GC)**

- a. Orient applicants on processing to be done at MEPS/MTF.
- b. Give required ASVAB tests if not already completed.
- c. Give required medical examinations.
- d. Direct qualified tested applicants to the ARNG MEPS GC for final counseling and interview. Make the following MEPS/MTF records available to the GC.
  - (1) Original DD Form 2807-2.
  - (2) Original DD Form 2807-1.
  - (3) Latest USMEPCOM 714ADP.
  - (4) Other documents or records for final decision on acceptability.

**Part 2**

**ARNG MEPS Guidance Counselor (GC) or state representative processing phase**

**2-93. General**

This part prescribes:

- a. Responsibilities of the ARNG MEPS GC or State representative if applicants are not MEPS/MTF processed.
- b. Procedures to be followed in the enlistment process.
- c. Responsibility of the State AG to modify procedures as appropriate for those applicants who are not MEPS/MTF processed.

**2-94. Procedures**

The GC or State representative will:

- a. Notify the RRNCO concerned of results of medical and aptitude tests and any other pertinent data on all pre-processed applicants.
- b. Review with applicant the DD Form 1966 series and supporting documents for errors or missing data and make corrections as needed.
- c. Verify applicant's eligibility for enlistment. Specifically, question applicant on existence of juvenile and youthful offender records. Explain thoroughly the Army's policy that adjudication as a youthful offender or juvenile delinquent by a State, or disposition by Federal juvenile authorities, will not prevent enlistment if otherwise eligible. Applicant will be judged for ARNGUS fitness at the time of application for enlistment. Advise applicants that a record of adverse juvenile adjudication's removed from official court records does not alter the fact that the person committed the act and was adjudged a delinquent. Applicant must still reveal to the ARNGUS the adverse adjudication. This advice is important because such records may be discovered during a security investigation and may cause difficulty in obtaining schooling and assignments. The person then may be subject to discharge for fraudulent enlistment.
- d. Advise rejected applicants of reemployment rights. See Figure 2-3. Return unqualified applicants to the point from which departed and notify RRNCO that the applicants are back and that the enlistment packet is being returned.
- e. Access REQUEST system or DA Pam 351-4 to counsel applicant about MOS options. Applicants whose physical capacity on the incremental lift device is less than what is expected for successful performance in the MOS for which applying will be counseled. Advise applicants that they may not be making the most of their opportunity for professional achievement and personal fulfillment in the ARNG by selecting this skill. However, applicants will be permitted to enlist in the MOS following such counseling if they still desire to do so and are otherwise qualified.
- f. Counsel applicants who fail to meet specific qualifications for options for which they applied. Advise them of other available options.
- g. Verify successful course completion with official school transcripts when there is a specific education requirement (DA PAM 611-21) for entry into the selected MOS. For example, check to see whether applicant completed algebra, biology,

chemistry, etc. When applicants are unable to provide evidence of successful completion of required courses at the time of enlistment, enter the following statement in remarks section of DD Form 1966/3, and have the applicant sign it before enlistment, "I certify I have successfully completed (Course) and understand I must provide verification by official school transcript by (enter IADT date), or accept training in an alternate MOS if offered and remain on active duty for such additional time as required to complete such training."

- h. Advise all applicants they will be required to qualify with basic military weapons.
- i. Not process immigrant aliens for any MOS, training or assignment requiring a security clearance.
- j. Initiate and review the NGB Form 21 and annexes to the DD Form 4 series required for the enlistment. This review is an important part of the enlistment process. The correctly completed statements prevent the possibility of erroneous enlistment, broken enlistment commitments and misunderstanding of entitlement, assignments, and other matters relating to the enlistment agreement. Ensure that statements for enlistment entered in the above documents and in DD Form 1966, section VI, when applicable, accurately reflect enlistment commitment. Determine that applicants are qualified for original ARNGUS unit and MOS selected or, if appropriate, any alternate options.
- k. Question applicants to be sure they understand their enlistment commitments. Advise them there are no provisions to request or accept voluntary discharge before normal completion of their enlistment commitment, other than for hardship, dependency, or compassionate reasons.
- l. Counsel applicants that the Army does not condone the use of marijuana, harmful and habit forming chemicals or drugs. Such use is incompatible with military service and in-service use may be punished under the UCMJ or State military code (as applicable).
- m. Inform applicants that the Army expects them to maintain height and weight standards or body composition and a level of physical fitness enabling them to pass the APFT. Ensure applicants are counseled they will be placed in a Fitness Training Unit (FTU) if they are unable to meet the minimum criteria for their gender to enter Basic Training at the Army Reception Station. (See chapter 4)
- n. Advise applicants that some MOSs will require completion of a specified course of instruction as a prerequisite before entering training for the MOS for which they are enlisting.
- o. Give applicants a final and thorough counseling. This counseling should eliminate any misunderstanding of enlistment terms.
- p. Reproduce all verification documents (not already reproduced) for inclusion in enlistment packets. Some documents cannot be legally reproduced. Return original documents to applicants. Remind applicants to bring the documents needed to establish benefits at reception battalion.
- q. See USMEPCOM Regulation 680-1 for actions concerning personnel security investigations and security clearances.
  - (1) Non-Prior service applicant must complete EPSQ in its entirety.
  - (2) All waivers (except medical) require completed EPSQ printout in its entirety.
  - (3) Prior service applicants with more than a 24-month break in service from AD and/or IRR must complete EPSQ in its entirety.
  - (4) Prior service applicant in the IRR must complete at least pages 10 and 11 of EPSQ printout.
  - (5) Prior service applicants with less than a 24-month break in service from AD or the IRR must complete at least pages 10 and 11 of EPSQ printout.
- r. Complete the DD Form 1966 series.
- s. Notify RC units when former members are discharged or released for enlistment into the ARNGUS as prescribed in this chapter.
- t. Complete DD Form 1966 items 18 and 19, on the date of enlistment in ARNGUS.
- u. Counsel applicants on the benefits of the Veteran's Educational Assistance Act of 1984 (New G.I. Bill).
- v. Ensure applicants take the English Comprehension Language Test (ECLT) if they experience difficulty conversing and understanding English as a second language. The GC will inform applicants who score 69 or below on ECLT that they will receive English training at the Defense Language Institute, English Language Center (DLIELC). Those applicants scoring 0-39 on the ECLT will be enlisted in the Selected Reserve for at least 4X4 option. Those who score 40-69 will have no additional requirements beyond those normally placed upon any other applicant in the same test category. Use REQUEST to determine the number of weeks of English training that will be required.
- w. Inform applicants that they must achieve a minimum ECLT score of 70 or a speaking proficiency level of 3 upon completion of DLIELC training. Soldiers who do not meet either of these requirements will be processed for separation.
- x. The MEPS GC will review the packet for accuracy, after the applicant has been processed and the preparation of the DD Form 4 series with annexes is complete.
- y. Return Soldier to point of departure.
- z. Coordinate directly as necessary with ARNG Training Liaison NCOs at TRADOC installations and state IADT coordinators to correct administrative and contractual problems experienced by Soldiers during IADT.

### **Part 3**

#### **MEPS/MTF Administrative processing phase**

##### **2-95. Responsibilities of MEPCOM personnel**

MEPCOM personnel will, in addition to aptitude and physical testing:

- a. Ensure that applicants who qualify for dependency claims have proper documents before they are enlisted and sent to the first station.



- (1) Marriage certificate.
- (2) Birth certificate.
- (3) Custody papers (if divorced).
- (4) Adoption papers (if child adopted).
- b. Attach to reception station copy of the DD Form 4 series the original copy of REQUEST printout of enlistee's option.
- c. Complete preparation and disposition of required forms and records.
- d. Prepare SF 86 in final form.
- e. Conduct pre-enlistment interview (to include fingerprint service) under policies and procedures set by MEPCOM.
- f. Prepare DD Form 4 series and administer oath of enlistment.
- g. Obtain signature on confirmation of oath of enlistment on the DD Form 4 series.
- h. Make transportation arrangements and publish orders.
- i. Send enlistees and records to proper station, and return rejected applicants to place of initial acceptance.
- j. Ensure enlistee has completed SF 1199A for Direct Deposit.

## **Part 4**

### **DD Form 4 Series**

#### **2-96. Preparation of DD Form 4-series**

The DD Form 4-series is the basic document establishing a legal relationship between the U.S. Government and the Soldier. Special care will be taken to see that all items are typed correctly, without strikeovers. (See Figure 2-6 for instructions on completing the DD Form 4-series).

#### **2-97. Correction of errors on enlistment forms**

To correct errors found after applicants have been enlisted or reenlisted and forms are distributed, the following procedures apply:

- a. Commander or designee may correct minor administrative and typographical errors found after distribution of forms. Complete DA Form 4187 (Request for Personnel Action) to correct the DD Form 4 series or DD Form 1966 series. The Soldier must sign the DA Form 4187. Forward a copy of the DA Form 4187 to the State AG.
- b. Correcting term of enlistment or reenlistment.
  - (1) To correct the term of enlistment or reenlistment on the DD Form 4 series when it is other than that intended by both the Soldier and the ARNGUS, the unit commander will request correction of enlistment or reenlistment agreement through military channels to the State AG. The request will contain the following data:
    - (a) Sworn statement by the Soldier and other involved persons. The statement will give circumstances of enlistment or reenlistment.
    - (b) Evidence to support claim of error in period of enlistment or reenlistment on:
      - The DD Form 4 series.
      - The DD Form 1966 series.
      - Other documents that may be available.
    - (c) Statement from Soldier that they agree or consent to correction of term of enlistment or reenlistment shown on the DD Form 4 series.
    - (2) The State AG or designated representative will then review the enlistment or reenlistment correction package for corrections. If approved, add a memorandum signed by the State AG to the Soldier's file. If not acceptable, return it for further work.
- c. The DD Form 4 series must be maintained in its original state should it ever be needed in a legal proceeding.

#### **2-98. Correction of enlistment grade**

The promotion or reduction authority, after enlistment documents have been executed, must accomplish correction of enlistment grade. Enlistment documents will not be altered to reflect the different grade. The Soldier will be advised of the right to apply to the U.S. Army Board for Correction of Military Records (ABCMR). Information should be sent to Department of the Army Military Review Boards Agency, Army Board for the Correction of Military Records, 1941 Jefferson Davis Highway, CCM4, Room 200, Arlington, Virginia 22202-4408.

#### **2-99. Claims of erroneous entries**

Authority to act on claims of erroneous entries on enlistment documents is delegated to CNGB, ATTN: NGB-ARH. Process all packets of erroneous entries through the GCR system to NGB-ARH. Claim requests relating to erroneous entries must include a statement signed by enlistees. Include copies of substantiating documents that will assist in making a decision.

## **Part 5**

### **Administration of Oath of Enlistment and related matters**

#### **2-100. Orientation before administration of oath of enlistment**

Before giving the oath of enlistment to applicants, the enlisting officer will:

- a. Explain the concept of fraudulent enlistment to applicants and the fact that it may result in adverse disciplinary or administrative action. Emphasize the importance of UCMJ with respect to truthful answers to questions on the enlistment forms.

- b. Tell applicants that anything in the record that may prohibit enlistment must be disclosed before the oath is administered. Explain that if disclosure is made at this time (before the oath of enlistment) the worst that can happen will be rejection for enlistment.
- c. Tell applicants that DD Form 2280 (Armed Forces Fingerprint Card) will be forwarded to the Defense Investigative Agency (DIA). Explain that even though a person may conceal a criminal or juvenile record or prior service at time of enlistment, such a record will be discovered later. If this occurs, the enlistee will be subject to possible discharge under less than honorable conditions.
- d. Explain the 8-year military obligation for NPS applicants, including GNPS.
- e. Ensure that no promises have been made to applicants, either direct or implied, which cannot be substantiated by proper regulations. The enlisting officer will give applicants who have any misunderstanding about the extent of their full enlistment commitment a detailed explanation.
- f. Administer the Oath of Enlistment.

**2-101. Administration of oath of enlistment**

- a. The following personnel are authorized to administer the Oath of Enlistment:
  - (1) A commissioned officer or commissioned warrant officer of any Armed Force (including RC).
  - (2) Any commissioned officer (active or retired) of the National Guard of the State or Territory concerned.
- b. Any of the above persons will administer the Oath of Enlistment in the DD Form 4 series orally, in English, to each applicant. The words "So help me God" may be omitted for persons who desire to affirm rather than to swear to the oath. Explain to all enlistees the substance of Articles 85 (Desertion) and 86 (AWOL) of the UCMJ.

**2-102. Actions required after administration of the Oath of Enlistment**

Immediately after the Oath of Enlistment, the enlisting officer will:

- a. Require each enlistee to sign the DD Form 4 series.
- b. Provide each enlistee with a legible copy of enlistment forms.

**2-103. Predating and postdating an enlistment is not authorized.**

**2-104. NGB Form 21 (Annex A to DD Form 4 Enlistment/Reenlistment Agreement Army National Guard)**

Upon execution of the DD Form 4 series, the enlistee will, in the presence of the GC or State representative, complete the following actions:

- a. Read through NGB Form 21.
- b. Answer the questions concerning the NGB Form 21.
- c. Initial beside each item that is completed on NGB Form 21 using DD Form 4 series and DD Form 1966 series as source documents.
- d. Sign and date the form using black or blue-black ink along with the ARNG MEPS GC.

**2-105. Return to RRNCO**

After MEPS/MTF processing is complete, the Soldier will be returned to the point of departure. Prior to meeting with the Soldier, the RRNCO will obtain a sponsor's name from the unit, contact the sponsor with the new enlistee's name, address and phone number and mail the sponsorship checklist to the unit first sergeant. The RRNCO will meet the Soldier and tell him the sponsor's name and phone number, the next drill date, and where to report.

**2-106. Post MEPS/MTF processing**

- a. Soldiers who will not enter IADT immediately upon enlistment will return to the MEPS for shipment to the reception battalion, when a ship date has been scheduled. While at MEPS, Soldiers will be medically evaluated to ensure they still meet medical standards prior to reporting for training. However, a medical inspection is not required when the medical examination or previous inspection was conducted within 72 hours of entry on IADT.
- b. The unit commander will inform the State AG (MILPO) when Soldiers have been advanced prior to entering IADT. MEPS will not routinely amend the orders. Prepare orders changing the Soldier's status and forward to the MEPS that retains the Soldier's IADT package. Include a copy of DA form 4187 in MEPS' shipper file.
- c. Soldiers who are in another State at the time they are scheduled to report to MEPS for shipment may request to be shipped from the nearest MEPS. These requests will be considered if it is cost effective. Approval authority may be delegated to the RRM of the State in which the Soldier is enlisted. Requests for this type of shipment must be submitted 30 days before the scheduled shipment date, and will be coordinated with the appropriate GC to ensure the enlistment packet is received by the shipping GC no later than 15 days prior to shipment.
- d. The unit commander will ensure Soldiers meet height and weight standards or body composition prior to shipping to MEPS for IADT and Phase II (SP2).
- e. The unit commander will ensure the Soldier has an established Army Knowledge Online account prior to shipping to IADT.
- f. RRNCO will ensure the Soldier has original SSN card, print out from SSA or DD 214/NGB 22, for PS Soldiers, in their possession prior to shipping for IADT.

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## Section XII

### Reserve Component Career Counseling (RCCC) & Active To Guard

#### 2-107. Policy

a. The Reserve Component Career Counseling (RCCC) Program applies to Soldiers separating from the Active Army, who meet the standards for enlistment or affiliation with the ARNGUS, and who desire to enlist or affiliate with the ARNGUS immediately upon separation within the provision prescribed by State law and AR 601-280, chapter 7. Soldiers enlisting through this program may be carried in an excess status. ~~but are not eligible for ARNG promotion system for one year from date of enlistment.~~

**b. The Active to Guard recruiting program applies to currently serving members of the Marine Corps, Navy, Air Force and Coast Guard, who meet the standards for enlistment or affiliation with the ARNGUS, and who desire to enlist or affiliate with the ARNGUS immediately upon separation within the provision prescribed by State law and the applicable retention regulation pertaining to that service. Applicants enlisting through this program may be carried in an excess status.**

#### 2-108. Procedures

The RCCC will accomplish the following:

a. Ensure that the Soldier meets the enlistment standards outlined in Chapter 7, AR 601-280. **Ensure active duty applicants from other branches of military service meet the enlistment standards outlined in applicable retention regulations for that service.**

b. Obtain a unit or JFHQ vacancy through AUVS or telephonically with the Reserve Component Transition NCO of the state concerned. Enlistments will not be completed without prior coordination with the gaining State as prescribed in AR 601-280, chapter 7.

#### 2-109. Enlistment

a. Accomplish enlistment on DD Form 4-series (Enlistment/Reenlistment Agreement-Armed Forces of the United States). Complete the DD Form 4-series according to the instructions in AR 601-280, chapter 7. **In addition, applicants who are active duty from a component other than the Army must complete NGB Form 7249 prior to enlistment (see figure 2-9 for a sample copy of this form).**

b. In-service recruits should be entered/gained into SIDPERS-ARNG the day after their release from active duty, regardless of the date of their last physical. The date gained will be the day after they are released from active duty, as derived from the DD 214. The SIB will receive the packet from the Reserve Component Career Counselor (RCCC or RC Career Counselor) and information will be sent electronically from the Reserve Component Transition Program Help Desk at DA HRC. The accession packet will be mailed from the separating installation to the gaining State. The RC Career Counselor, immediately upon receipt, will fax the DD Form 214 to the gaining state, usually the day after ETS from active duty. Once this information is received, it can be entered into SIDPERS-ARNG. For those Soldiers who have not physically reported, code the Soldier with a position number of '999D'.

(1) Medical. Soldiers fully eligible to reenlist in the Regular Army based on their last physical examination are qualified to join an ARNGUS unit without regard to the date of the last physical examination. The most current physical will be entered into SIDPERS and the Soldier will be counted as a gain into the ARNG. Soldiers with physicals more than 5 years old will accomplish a new physical within 180 days of reporting to their ARNG unit.

(2) Soldiers who have a permanent profile resulting in a disqualification for duty in their PMOS must have the results of an MOS/ Medical Retention Board (MMRB) authorizing retention in the Active Army.

(3) The minimum MOS physical profile limitations and ASVAB line score requirements of DA PAM 611-21 must be met for soldiers applying for enlistment into the ARNG.

(4) HIV. Soldiers must present evidence of negative HIV test results valid through ETS or show evidence that results are pending on an HIV test administered within 60 days of terminal leave date or REFRAD date, whichever is earlier. HIV positive soldiers are not eligible for processing.

(5) Body Composition. Soldiers must meet the requirements of AR 600-9.

c. In-service recruits who show up at their unit prior to release from active duty (Soldier on terminal leave) cannot be entered into SIDPERS, participate in training, or be paid any payments until the day after their release from active duty.

d. Individuals will make initial contact with their ARNG unit of assignment within 30 days of their active duty ETS to accomplish administrative requirements, obtain sponsor information, obtain alert data, and establish the date when to report for duty. Soldiers departing active duty on transition leave will still contact the ARNG unit of assignment within 30 days; however, their first duty period will be after the completion of their transition leave and will be coordinated with the ARNG Command/Full-Time Unit Support Staff (FTUS). Those who do not contact their ARNG unit of assignment and fail to report for duty or cannot be located will be processed as for failure to report and will be separated IAW NGR 600-200, para 8-27x. ARNG commanders are authorized to omit unexcused absence notices for Soldiers who fail to report or cannot be located within 60-90 days after separation from active duty. Soldiers with a remaining MSO will be transferred to the IRR control group (annual training). Soldiers with no remaining MSO should be transferred to the IRR control group (reinforcement).

e. If the transferred Soldier does not report by the established date, the gaining unit will investigate to determine the whereabouts of the Soldier. Notify the State personnel manager of the incident. The gaining State will telephonically notify the RC Career Counselor. The RC Career Counselor will investigate the status of the absent Soldier and report the findings by telephone. The gaining State will discharge from the state only and transfer the absent Soldier to the IRR not later than 90 days after the enlistment date. The authority for discharge is NGR 600-200, paragraph 8-27x. Enter RE Code of 3 on NGB Form 22 in item 26. Discharge will be uncharacterized. Soldier action must be reported to NGB using the SIDPERS-ARNG Prior Service Gain (PSG) and Discharge (DSCH) transactions.

f. The gaining unit will complete DA Form 4187, for RCCC accessions, to administratively access the Soldier in the ARNGUS. Enter the following statement in the remarks section: "Soldier was administratively accessed into the (enter State) ARNG on (day after discharge)."

**2-110. Distribution of DD Form 4 series**

Distribute the DD Form 4 series as prescribed in AR 601-280, chapter 7.

**2-111. Disposition of enlistment packet and Soldier's MPRJ**

The RC Career Counselor will distribute the Soldier's enlistment packet and MPRJ per AR 601-280, chapter 7.

SUBJECT: Request for Enlistment Waiver, Administrative (Dependency)

TO: The Adjutant General, \_\_\_\_\_

1. Current Fiscal Year Enlistment Criteria provides that I must have an approved dependency waiver to be processed for enlistment in the ARNG. Therefore, I request that waiver be granted. I understand the enlistment standard requiring a dependency waiver. It is to prevent a prospective member from creating great personal and financial hardship for themselves and their immediate family members because of possible mobilization or order to active duty. I have been counseled on this matter and have determined that my dependents will not be subject to undue personal or financial hardship if I am mobilized or ordered to active duty.

2. My dependents as of this date are as follows:

<u>Names</u>	<u>Relationship to me</u>	<u>Age</u>
--------------	---------------------------	------------

3. I fully understand and acknowledge the obligation to take part in the training of my unit. I understand that as a member of the ARNGUS, I am subject to order to active duty at any time for a period of time that cannot be anticipated.

4. In consideration of my enlistment under this waiver, I agree:

- a. To serve the entire term for which I enlist.
- b. That dependency status, whether as declared here or as may exist in the future, will not be the basis for my request for hardship discharge, delay or deferral from any order to active duty, or for any other consideration not determined by proper authority to be in the best interest of the United States.

(Signature)..  
(SSN)..  
(Date)...

**Figure 2-1. Sample Memorandum, Request for Waiver (Dependency)**

## Letterhead

(Date)

(Applicant's Physician)

\_\_\_\_\_  
\_\_\_\_\_

Re...(Applicant's full name)

SSN:\_\_\_\_\_

Dear Doctor\_\_\_\_\_:

The above named person has applied for enlistment in the Armed Forces of the United States. In the course of our pre-enlistment interview, the applicant indicated that a history of a medical condition exists that may or may not be significant to military duties. To make a complete and fair decision on the applicant's medical fitness, we need further documents from you. The applicant has been advised to provide the added information at his or her own expense, since the Government will not pay, nor reimburse, for any actions taken to obtain the required information or documents. The documents needed are as follows:

A Statement of the applicant's current medical status of ailments listed below, along with an outline of treatment and prognosis.

### Ailments:

- A copy of the hospital discharge summary.
- A copy of the surgical and pathology report.
- Other.

Please mail the documents to:

We sincerely appreciate your assistance in providing this information.

Applicant's Release: I hereby authorize the above named physician or agent to release, to the requesting Armed Forces RRNCOs and military examining facility, a copy of my medical record to conduct a medical evaluation of my acceptability for military service.

Sincerely,

(Signature of applicant)...

...(Recruiting Service representative)...

**Figure 2- 2. Sample letter requesting documents from applicant's physician**

<b>REQUEST FOR WAIVER</b> <i>(For use of this form, see NGR 600-200. The proponent is NGB-ARH-S)</i>				
TO:		FROM:		DATE:
1. NAME (Last - First - MI):		2. SSN:	3. MTOE/TDA, PARA/LINE. MOS:	
4. DISQUALIFICATION(S):	5. PARAGRAPH:		6. AUTHORITY:	
7. RECOMMENDATION:				
<b>PRIOR SERVICE</b> IF THE APPLICANT HAS BEEN IN A REGULAR OR RESERVE COMPONENT OF THE ARMED SERVICE OR THE NATIONAL GUARD OF THE UNITED STATES, COMPLETE THE FOLLOWING:				
8. LAST RELEASE OR DISCHARGE				
a. TYPE RELEASE OR DISCHARGE <input type="checkbox"/> HONORABLE <input type="checkbox"/> OTHER (Specify) _____		b. DATE:	c. RE CODE:	d. SPD:
				e. AUTHORITY
f. PAY GRADE/SVC NO.:	g. SERVICE/COMPONENT		h. DATE OF ENTRY	i. DATE DISCHARGED
9. CHARACTER OF SERVICE				
a. ARTICLE 15 AND/OR COURT MARTIAL DURING ALL PERIODS OF PRIOR SERVICE:				
TYPE:	DATE:	OFFENSE:		DISPOSITION:
b. TIME LOST DURING LAST PERIOD OF SERVICE:				
INCLUSIVE DATES:	NUMBER OF DAYS:		REASON:	
c. PROMOTION AND REDUCTION DURING LAST PERIOD OF SERVICE:				
DATE:	REASON:	AUTHORITY		GRADES
REQUESTING OFFICER:			SIGNATURE AND DATE:	

NGB Form 22-3 July 99 (Replaces NGB Form 22-3 dated Oct 97 which is obsolete)

**Figure 2-3. Sample NGB Form 22-3, Request for Waiver**

ACCOMPANYING DOCUMENTS: *(List enclosures & endorsements:)*

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1. LTR, REQUEST FOR WAIVER        | 6. STATEMENT FROM APPLICANT  |
| 2. DD FORM 1966 SERIES            | 7. REFERENCE LETTERS         |
| 3. SF 88 and SF 93                | 8. RETIREMENT POINTS (SOS)   |
| 4. MEDICAL/PSYCHIATRIC EVALUATION | 9. DOCUMENTS IAW NGR 600-200 |
| 5. ALL PRIOR SERVICE DOCUMENTS    | 10. OTHER ( <i>SPECIFY</i> ) |

CONTINUATION FROM PREVIOUS ITEMS (If needed):

NGB Form 22-3 July 99 *(Replaces NGB Form 22-3 dated Oct 97 which is obsolete)*

**Figure 2-3. Sample NGB Form 22-3, Request for Waiver**



Use NGB Form 22-3 for all waiver requests for personnel applying for enlistment or reenlistment in the ARNGUS. The State AG or designated representative will authenticate the form for any request for waiver submitted through the GCR system to NGB-ASM for processing.

Prepare the form as follows:

**Item #1: To**

Required entry: Approval authority for the disqualification being waived.

**Item #2: From**

Required entry: Unit of assignment, address, and UIC or State AG (State will determine use of NGB Form 22-3 within the State. All waivers and exceptions to policy sent to NGB will be accomplished using NGB Form 22-3.)

**Item #3: Date**

Required entry: Date forwarded to next higher headquarters.

**Item #4: Name**

Required entry: Enter last name, first name, and middle initial.

**Item #5: Social Security Number**

Required entry: Self-explanatory.

**Item #6: MTOE/TDA paragraph, line number, and MOS**

Required entry: Enter appropriate MTOE/TDA paragraph, line number, and MOS for which enlisting.

**Item #7: Disqualification(s)**

Required entry: Type of waiver being requested (such as dependency, medical, lost time).

**Item #8: Paragraph**

Required entry: Enter the paragraph from this FY Enlistment Criteria for the disqualification being waived.

**Item #9: Authority**

Required entry: Enter FY Enlistment Criteria

**Item #10: Recommendation**

Required entry: Unit commander's recommendation for approval of waiver. Statement must include applicant's value to the service and expected value to the unit.

**Item #11: Complete for PS; leave blank for NPS.**

- a. Type of release or discharge.
- b. Date.
- c. RE code.
- d. SPD.
- e. Authority
- f. Pay grade, grade of rank, and SSN.
- g. Service and component.
- h. Date of entry.
- i. Date of discharge or transfer

**Item #12: Character of service.**

Required entry: Enter all information requested, or "None," if applicable. Leave blank for NPS personnel.

- a. Articles 15 and/or Courts-Martial during all periods of PS.

Required entry:

- (1) Type. (Example, summary or special.)
- (2) Date. (Example, 9 Sep 76.)
- (3) Offense. (Example, AWOL.)
- (4) Disposition. (Example, 30 days confinement.)

**Figure 2-4. Instructions for completing NGB Form 22-3, Request for Waiver**

b. Time lost during last period of service.

Required entry:

- (1) Inclusive dates. (Example, 17-28 Oct 77.)
- (2) Number of days.
- (3) Reason. (Example, AWOL.)
- c. Promotion and reduction during last period of service.

Required entry:

- (1) Date. (Example, 27 Jul 74.)
- (2)** Reason. (Example, reduction.)
- (3) Authority. (Example, AR 600-200 (RA).)
- (4) Grades. (Example, E-5 to E-4.)

**Item #13:** Requesting officer

Required entry: Typed name and grade of unit commander or personnel officer.

**Item #14:** Signature and date

Required entry: Enter dates such as 2 Jun 97.

Reverse side:

**Item #15:** Accompanying Documents

Required entry: List of enclosures and endorsements. (Line through endorsements not allowed).

**Item #16:** Continuation from previous items (if needed).

**Figure 2-4 (Continued). Instructions for completing NGB Form 22-3, Request for Waiver**

Note: All items in the DD Form 1966 series require supervision or completion by the recruiter and will be completed prior to sending the applicant to MEPS for physical testing.

General Instructions: The DD Form 1966 series consists of five separate forms (1966/1 through 1966/5).

- a. Ensure that all copies are legible.
- b. All information will be typed or printed in black or blue-black ink, using ballpoint pen.
- c. Use the abbreviation "NA" for "not applicable" when appropriate.
- d. Complete the form as follows:
  - (1) Applicant. Under the supervision of the RRNCO, the applicant completes items 1 through 15, 22 through 27 and 34 if applicable.
  - (2) R&R NCOs.
    - (a) The R&R NCOs will complete the lettered blocks above Section 1 - Personal Data as follows:
      - Block A - Service processing for: Enter "DAG" in the block provided.
      - Block B - Place an X in the appropriate block. Enter number of days in the space provided.
      - Block D- Selective Service Classification: Applies only when applicants are being classified by the Selective Service System in accordance with the Military Selective Service Act. Otherwise enter "NA".
      - Block E - Selective Service Registration No.: Enter registration number, if applicable. Male applicants not previously registered will be automatically registered upon completion of DD Form 4 and when enlisted into military service. Females: Not Applicable.
    - (b) Enter the R&R NCOs ID in item 18j.
    - (c) Enter the enlistee's name (Last, First and Middle Initial) and SSN in the space provided at the top of pages 1966/2 through 1966/4.
    - (d) Complete Section IV, required remarks in section VI, and sections VII (Parental/Guardian Consent) if applicable.
  - (3) Guidance Counselor or State Personnel. GC or appropriate State/unit personnel for applicants who are not MEPS processed will:
    - (a) Enter the appropriate date in Block C.
    - (1) DIEUS (Date of Initial Entry into United States military service),
    - (2) DIERC (Date of Initial Entry into Reserve Component)
    - (b) Code items 3 through 9, 11 through 13, and 15 per Part 1, Data Element Dictionary, NGB Pam 25-10 and complete items 16, 18, 19, 32 through 39.
    - (4) Parent. For applicants less than 18 years of age, parents or legal guardians must complete items 37 and 38 as applicable.
- e. Correct DD Form 1966 series prior to entrance on IADT as follows:
  - (1) Line through incorrect data.
  - (2) Enter "See item 34" above the lined-out data.
  - (3) Enter correct data in item 34b and 34c as required.
- f. Guidance counselor or State personnel will not attest to complete and accurate data until all required information has been completed.
- g. If additional room is needed for section VI remarks, extract another DD Form 1966/3 in four copies, enter applicant's name and SSN at top of the page, line through items 31, 32, 33 and 34, and initial, and put the word "Continued" beneath section VI - Remarks.

**Figure 2-5. Instructions for completing the DD Form 1966 series**

<b>ITEM</b>	<b>TITLE</b>	<b>ENTRY AND/OR EXPLANATION</b>
1.	SSN	Enter the 9 digit social security account number in the appropriate blocks.
2.	Name	Enter complete legal name, to include the last, first, and middle name (and maiden, if any, in parentheses) and any suffixes such as JR, SR, or III. If no middle name, leave blank.
3.	Current Address	Enter the street, city, county, State, country and ZIP code as of date of application.
4.	Home of Record Address	Enter the street, city, county, State, country and ZIP code of address you declared to be your permanent home or actual home at time of enlistment. Do not enter a temporary address.
5.	Citizenship	<p>a. (1) Enter "X" in the "Native Born" block if you are a citizen of the U.S. by birth.</p> <p>(2) Enter "X" in the "Born abroad of U.S. Parents" block if citizenship was acquired at birth through being born abroad of U.S. parents.</p> <p>b. Enter "X" in the "U.S. Naturalized" block if a naturalized citizen.</p> <p>c. Enter "X" in the "U. S. Non-Citizen" block if citizenship was derived through parent(s)' naturalization. (such as, if born in American Samoa).</p> <p>d. Enter "X" in the "Immigrant Alien" block if not a citizen of the U.S., but owe principle allegiance to the USA (e.g., if born in the American Samoa).</p> <p>e. Enter "X" in the "Non-Immigrant Foreign National" block if non-immigrant foreign national and allowed to enlist in the Service (such as Philippine citizens authorized for enlistment in the Navy).</p>
6.	Sex	Place an "X" in proper block.
7a.	Racial Category	<p>Enter "X" in the appropriate block indicating your origin of descent.</p> <p>(1) Enter "X" in "American Indian/Alaskan Native" block if Red or American Indian race or Alaskan Native".</p> <p>(2) Enter "X" in "Black" block if Negroid or African race.</p> <p>(3) Enter "X" in "Asian/Pacific Islander" block if Yellow or Mongoloid race.</p> <p>(4) Enter "X" in "White" block if Caucasian or White race.</p>

**Figure 2-5. Instructions for completing the DD Form 1966 series**

- 7b. Ethnic Category
- (1) Enter "X" in "Hispanic" block or  
 (2) Enter "X" in "Specify Ethnic Group" block and select from the following descendent category:  
 American Indian/Alaskan Descent:  
 Aleut, Eskimo, US/Canadian Tribes, Other American Indian descent.
- Asian descent:  
 Chinese, Japanese, Filipino, Indian, Vietnamese, Other Asian descent.
- Hispanic descent: Cuban
- Latin American of Hispanic descent:  
 Mexican, Puerto Rican, Other Hispanic descent.
- Pacific island descent:  
 None - a member of an ethnic group other than one listed above.
- Unknown
8. Marital Status
- Select from the list below:  
 Annulled  
 Married  
 Divorced  
 Single  
 Widow  
 Pending divorce  
 Legally separated
9. Number of Dependents
- Enter number of persons dependent on you for their support. See Glossary for definition of "dependent".
- Note: Determination of eligibility for dependent allowances will be made after enlistment. The fact that applicant indicates dependents here does not necessarily qualify them for financial assistance or allowances, and imposes no liability on the Army for dependent support.*
10. Date of Birth
- Enter date as eight numbers in year, month, and day order.  
 Example: May 9, 1966 is entered as "19660509".
11. Religious Preference
- This item is optional. Applicant does not have to answer. If applicant chooses to answer, enter complete formal name of religious preference or no religious preference (or do not wish to specify).
12. Education - Highest Grade
- Enter highest grade of formal education successfully completed. Example: 11th.
13. Proficient in Foreign Language
- If yes, enter foreign language you are able to read, write, or speak. If you cannot read, write or speak a foreign language enter "NA".
14. Valid Driver's License
- If you hold a valid and current driver's license identify state that issued license, its number and expiration date. If you do not have a driver's license, enter "NA".

**Figure 2-5. Instructions for completing the DD Form 1966 series**

15. Place of Birth Enter city, State, and country of birth.

NOTE: Items 16 through 19. DO NOT enter information in these spaces; go to item 22. MEPS personnel and Guidance Counselors (or appropriate State personnel for applicants who are not MEPS processed) will place processing information here. Item 18Note: The guidance counselor or State personnel will complete item 18, except item 18j, and 19 upon enlistment of the applicant. All entries will be in permanent ink ballpoint pen in black or blue -black ink, or will be typed.

16. Aptitude Test Results a. Enter Test ID and AFQT percentile

17. DEP Enlistment Data Not applicable - leave blank.

18. ACCESSION DATA

18a. Enlistment Date Enter date of enlistment in the ARNGUS. Record as an 8 digit number using YYYYMMDD format. Example: For October 3, 1970, enter "19701003".

18b. Active Duty Service Date Record as an 8-digit number using YYYYMMDD format.

For NPS: Enter the date of departure from residence to MEPS for processing for IADT. If residing within commuting distance from MEPS, enter reporting date to MEPS.

For PS: Prior service as active duty or ADT. Obtain years, months, and days from applicant's DD Form 214(s) and/or DD Form 220(s). Compute active duty service date (ADSD) as in the following example: 15 Jul 68 - 14 Jul 71 served Regular Army. DD Form 214 shows 03 years, 00 months, 00 days. 15 Jul 71 - 30 Jun 74 served USAR. During this period applicant served on ADT. DD Form 214 shows 00 years, 04 months, 12 days.

Calculation:

15 Jul 68 - 14 Jul 71 = 03 yr 00 mo 00 days

15 Jul 71 - 30 Jun 74 = 00 yr 04 mo 12 days

Date of current enlistment:

15 Sep 79 = 790915

Total active service:

03 years 04 months 12 days

ADSD: 
$$\begin{array}{r} 79\ 09\ 15 \\ -\ 03\ 04\ 12 \\ \hline 76\ 05\ 03 \end{array} \quad (\text{Record as } 19760503)$$

**Figure 2-5. Instructions for completing the DD Form 1966 series**

- 18c. Pay Entry Date Record as an 8-digit number using the YYYYMMDD format.
- For NPS: Enter the enlistment date as shown in item 18a.
- For PS: Compute as in the following example for a PS Soldier enlisting 15 Jan 79:  
 Initial Enl Period of 3 years 03 00 00  
 Svc in USAR Jul 61 - 63 02 00 00  
 Svc in ARNGUS Sep 70 - 74 04 00 00  
 Total Svc for Pay 09 00 00
- Date of entry minus prior 79 01 15  
 creditable service equals - 09 00 00  
 Pay entry basic date (PEBD) 70 01 15  
 (Record as 19700115)
- 18d. TOE Term of enlistment. Enter 1-digit numeric code (i.e., 3,4,5,6).
- 18e(1). Waiver Enter 3-character waiver representing the "Type". "Reason" and "Approval Authority" derived from the waiver codes outlined below:
- 18f. Pay Grade Enter enlistment pay grade in a 3-digit alpha/numeric code.  
 First digit: E for enlisted. Second digit/third digit: Pay grade level. Enter the pay grade and level as follows:
- | PAY GRADE/LEVEL | CODE |
|-----------------|------|
| E1              | E01  |
| E2              | E02  |
| E3              | E03  |
| E4              | E04  |
| E5              | E05  |
| E6              | E06  |
| E7              | E07  |
| E8              | E08  |
| E9              | E09  |
- 18g. Date of Grade Date of enlistment pay grade. Record as an 8-digit numerical code in YYYYMMDD format.
- Example: For September 15, 2005, enter 20050915.
- 18h. ES Entry grade completed.
- Enter the DoD Code "O".

**Figure 2-5. Instructions for completing the DD Form 1966 series**

18i. Yrs/Highest Education Completed

Highest grade completed.

Enter the DoD unique code by first entering actual number of years successfully completed in 2-digits, i.e., 10, 11, etc., and then enter the certification level as follows:  
Example: Verified education + DoD Data = Code entered  
10 + 1 = (NHSG)

<u>LEVEL</u>	<u>CODE</u>
Currently in HS (Enl for Split Tng)	9
HSSR who will graduate	S
NHSG	1
Test-Equivalent Diploma (GED)	E
Occupation Program Cert of Attendance	C
Correspondence School Diploma	7
Home Study Diploma	H
High School Certificate of Attendance	J
High School Diploma	L
Completion of 15 SH or 20 Qtr Hrs	8
Associate Degree	D
Professional Nursing Diploma	G
Baccalaureate Degree	K
First Professional Degree	W
Master's Degree	N
Post Master Degree	R
Doctorate Degree	U

18j. Recruiter Identification

Enter 9-digit number representing the "Recruiter Identification" as follows: The first space; enter the first alpha character of the recruiters RSID, in spaces 2 through 5; enter the 4 digit RSID, in spaces 6 through 9, enter the RRNCO's last four digits of the SSN.

18k. Program Enlisted for

For NPS enter the applicable code as follows:

<u>Option</u>	<u>Code</u>
8x0	10080
6x2	11062
4x4	12044
3x5	13035

For PS enter the applicable code as follows:

<u>Type of Enlistee</u>	<u>Code</u>
(1) USAR TPU Soldier enlisted with release from a USAR unit.	10100
(2) Reenlistment of ARNG Soldier on interstate transfer.	10200
(3) PS obligor whose last participatory military assignment was on AD to include obligors with or without service in a control group.	10300
(4) PS non-obligor or non-obligor whose last participatory military assignment was on AD to include persons with or without service in a control group.	10400

**Figure 2-5. Instructions for completing the DD Form 1966 series**



		(5) Prior Reserve service either obligor or non-obligor whose last participatory military assignment was with any RC.	10500
		(6) Former ARNG Soldier reenlisting, not on conditional release, with or without a break in service in any State whose last participatory military assignment was ARNGUS.	10600
18l.	T-E MOS/AFS	Training or enlistment MOS. Except for PS and CASP or SMP applicants that require no AIT, enter 5-digit MOS in which applicant will be trained upon entry on IADT obtained from the REMS system. If not applicable, enter "00A00."	
18m.	PMOS/AFS	Primary MOS. Enter the 5-digit PMOS for PS and CASP applicants that require no AIT. Then enter "O" as the 6th digit.	
18n.	Youth	Youth program. Enter a 3-digit data code in accordance with the following, based on entries in Section VI if item 22b is checked "Yes".	
		<u>First Position:</u>	
		<u>Course</u>	<u>Code</u>
		JROTC - 3 year program	A
		JROTC - 4 year program	B
		ROTC - 1 year program	C
		ROTC - 2 year program	D
		ROTC - 3 year program	E
		ROTC - 4 year program	F
		Other	X
		None/not applicable	Y
		<u>Second Position:</u>	
		<u>Conducted by</u>	<u>Code</u>
		Army	A
		Air Force	F
		Navy	N
		Marine Corps	M
		Coast Guard	P
		None/not applicable	Y
		<u>Third Position Code:</u>	
		Number of years completed:	
		Record as	0-9
		Example: For 3-year JROTC Army program enter "AA3". Enter "YY0 if 22b is checked "No".	
18o.	Option Analysis Code	Enter "YY".	

**Figure 2-5. Instructions for completing the DD Form 1966 series**

18p. Transfer to

(1) For NPS enter 6-digit "in the clear" literal for reception battalion where enlistee will report for IADT:

<u>Training Installation</u>	<u>Code</u>
Fort Bliss, TX	FTBLIS
Fort Jackson, SC	FTJACK
Fort Knox, KY	FTKNOX
Fort Leo Wood, MO	FTLNWD
Fort Sill, OK	FTSILL
Fort Benning, GA	FTBENN

(2) For PS, CASP and ROTC/SMP applicants not required to undergo BT, enter "NOT APP".

19. Blocks 1 through 6

Unit identification code (UIC). Enter the 6-digit UIC of the unit into which the applicant is enlisting.

Enter the 2-digit State identification code as follows:

Blocks 8 and 9

<u>State</u>	<u>Code</u>
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR

**Figure 2-5. Instructions for completing the DD Form 1966 series**

	Pennsylvania	PA
	Puerto Rico	PR
	Rhode Island	RI
	South Carolina	SC
	South Dakota	SD
	Tennessee	TN
	Texas	TX
	Utah	UT
	Vermont	VT
	Virginia	VA
	Virgin Islands	VI
	Washington	WA
	West Virginia	WV
	Wisconsin	WI
	Wyoming	WY
Blocks 10 through 12	Enter "DAG".	
Blocks 13 through 42	Aptitude test scores. These blocks will be used to record ASVAB standard scores. Record as a 3-digit entry using "000" through "999". See item 16 to derive correct ASVAB raw score. Entries are:	
	<u>Blocks</u>	<u>Standard Score</u>
	13 through 15	GT
	16 through 18	GM
	19 through 21	EL
	22 through 24	CL
	25 through 27	MN
	28 through 30	SC
	31 through 33	CO
	34 through 36	FA
	37 through 39	OF
	40 through 42	ST
Blocks 43 through 48	Not used.	
Block 49	Training pay category. Enter appropriate code from Part 1, Data Element Dictionary. ADMS 18-P19-HSD-BUR-UM.	
Block 50	Bonus Program. Enter appropriate code from Part 1, Data Element Dictionary, ADMS 18-P19-HSD-BUR-UM.	
Blocks 51 through 54	Paragraph designator. Enter the 4-digit authorized paragraph designator. If the designator is only three digits, left justify.	
Blocks 55 through 57	Line designator. Enter the 3-digit authorized line designator. If the designator is only two digits, left justify.	
Block 58	Not used.	
Blocks 59 through 63	Duty MOS. Enter the 5-digit duty MOS.	
Block 64	Duty MOS qualification. Enter the appropriate duty MOS qualification identifier from Part 1, Data Element Dictionary, ADMS 18-P19-HSD-BUR-UM.	

**Figure 2-5. Instructions for completing the DD Form 1966 series**

Blocks 65 and 66	For CASP, SMP, or Split Option. Enter the 2-digit procurement program that identified CASP, SMP, or Split-Option personnel from Part 1, Data Element Dictionary, ADSM 18-P19-HSD-BUR-UM.
20 & 21.	Name and SSAN (Self-explanatory.)
22.	<p>Education</p> <p>Enter name and location of all high schools and higher level educational institutions attended. (Example: Pope HS, Albany, NY). Start with present and work back. Record degree granted. (High School diploma is not a degree). Do not list elementary schools unless elementary school was last school attended. If still attending school, enter the word "Present" in the "To" column. Note: You will have to provide documents of the highest level completed (See item 12)</p> <p>b. Self-explanatory. Answer by placing initials in proper block.</p>
23. Marital/Dependency Status and Family Data	Self-explanatory. Answer by placing initials in proper blocks. Questions 24a through 24c. Explain all "Yes" answers in Section VI.
24. Previous Military Service or Employment with the U.S. Government	Self-explanatory. Answer by placing initials in proper blocks. Questions 25a through 25e. Explain all "Yes" answers in Section VI.
25. Ability to perform Military Duties	Self-explanatory. Answer by placing initials in proper block. Explain all "Yes" answers in Section VI.
26. Drug Use and Abuse	Self-explanatory. Answer by placing initials in proper block. Explain "Yes" answer in Section VI.
27. Certification of Applicant	Your RRNCOs must witness your signature in block 27c. Do not sign this item until you have completed all required items and are in the presence of the R&R NCOs.
28. Data Verification by RRNCOs	The RRNCOs who verify actual documents in items 28a through 28f would complete this item.
29. Name	Self-explanatory.
30. SSAN	Self-explanatory.
31. Certification of Witness	The RRNCOs will complete this block. For 31d enter same as item 18j.

**Figure 2-5. Instructions for completing the DD Form 1966 series**

32.	Enlistment Options	<p>Guidance Counselor (or appropriate State personnel for applicants who are not MEPS processed) will complete this item.</p> <p>a. Program enlisted for (NPS) enter as appropriate:</p> <p>8x0 - 10080 6x2 - 11062 4x4 - 12044 3x5 - 13035</p> <p>Enter specific option enlisted for, as appropriate. If enlisting for CASP, enter 'NGCASP'. If enlisting for split training option, enter "Split training option". If enlisting for Try One in the Guard, enter "Try One in the Guard".</p> <p>b. and c. Applicant read and initial.</p>
33.	Certification	<p>a. X-out "United States" and enter "ARNGUS" in space provided.</p> <p>Guidance Counselor (or appropriate State personnel for applicants who are not MEPS processed) will complete this item.</p>
34.	Re-certification	<p>This item will reflect any change or corrections prior to entrance on IADT. If no change or corrections, enter "NA". It also serves as a recertification that all entries on the form are correct. The Guidance Counselor (or appropriate State personnel for applicants who are not MEPS processed) will complete this item.</p>
35.	Name	Self-explanatory.
36.	SSN	Self-explanatory.
37.	Parent/Guardian Statement	<p>Complete for all 17-year old applicants prior to MEPS medical or enlistment processing except those 17-year old applicants who can present proof of marriage or emancipation.</p> <p>a. X-out "United States and enter "ARNGUS" in space provided.</p>
38.	Verification of Single Signature Consent	See Age Standard
39.	Name Change	<p>Self-explanatory.</p> <p>e. Guidance Counselor (or appropriate State personnel for applicants who are not MEPS processed) will witness enlistee's signature.</p>

**Figure 2-5. Instructions for completing the DD Form 1966 series**

The DD Form 4-series is the basic document establishing a legal relationship between the U.S. Government and the Soldier. Special care will be taken to ensure that all entries are entered, without strikeouts. Instructions for completing the DD Form 4-series for immediate reenlistment:

ITEM/TITLE/EXPLANATION AND ENTRY DESCRIPTION  
DD FORM 4/1 (FRONT)

A. IDENTIFICATION DATA

1. Name. Enter Soldier's complete last name (including compound name if applicable), full first name, full middle names, and any suffix such as Jr., Sr., III, etc. If no middle name, leave blank. If Soldier was given initials rather than first or middle name, enter such initials. Do not use punctuation of any sort including periods, commas, or hyphens. In addition, with apostrophe or hyphen contained within a name do not insert it between sections of names or use as substitutes or hyphens.

Examples: McAfee John Q is shown as MCAFEE JOHN Q; O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR; Smith-Connally M Harold is shown as SMITHCONNALLY M HAROLD

2. Social Security Number (SSN). Enter applicant's SSN, separating divisions with hyphens.  
Example: 000-00-0000.

3. Home of Record (HOR). Enter address (street, city, state, zip code) Soldier claims as permanent home of record.  
Example: 123 ANYWHERE AVENUE, ANY CITY, STATE 12345

4. Place of Enlistment/Reenlistment. Enter military installation, city, and state of enlisting or reenlisting activity's location. Example: National Guard Armory, Any City, State 12345 or Fort Benning, GA 11121-2345.

5. Date of Enlistment/Reenlistment. Enter date of enlistment or reenlistment in year, month, and day sequence.  
Example: For 10 June 2000 Enter: 000610

6. Date of Birth (DOB). Enter in year, month, and date sequence. Example: For 10 October 1966 Enter: 661010

7. Previous Military Service. Upon Enlistment/Reenlistment enter in spaces provided total active and total inactive military service (Reserve Component service not on active duty or ADT) completed at time of enlistment or reenlistment. Enter year, month, and day totals in two positions each, preceding numbers 1 through 9 with a zero.

B. AGREEMENTS

8. Branch of Service. "X" out "United States" and enter - ARMY NATIONAL GUARD OF THE UNITED STATES. Period of Enlistment. In the second line, after the word "for," enter in Arabic numeral the period of years and weeks, which the Soldier has remaining on their MSO. Example: 8 years - 0 wks ; or, 5 years - 21 wks. This date must match the remaining service towards the MSO and should not be confused with period of contractual agreement to the state, i.e. 6X2 or 3X5. If no MSO remaining, enter number of years enlisting.

Pay Grade. In the third line, after the word, "pay grade," enter the pay grade of the Soldier at the time of reenlistment.  
Example: E-4.

Annexes. List annexes as "A", "B", etc., as applicable.

8a. NOT APPLICABLE TO THE ARNGUS; DO NOT MAKE ENTRIES HERE.

8b. Remarks. Enter - IMMED REENL. If none, so state "None".

8c. Initials of Enlistee/Reenlistee. All Soldiers will complete this item by placing their initials in the space provided.

**Figure 2-6. Instructions for completing the DD Form 4 series**

DD FORM 4/1 (REVERSE)

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

- 9. No entries required
- 10. No entries required. The applicant must read this.
- 11. Not applicable to the ARNGUS.
- 12. Statement. All male applicants must read this.

DD FORM 4/2

D. CERTIFICATION AND ACCEPTANCE

Record reenlistee's full name (last, first, and middle name sequence) and SSN, in blocks provided at top of DD Form 4/2. This must match Item #1, DD Form 4/1.

13a. Certification. Self-explanatory.

13b. Signature of Enlistee/Reenlistee. Soldier will sign full name in first, middle, and last name sequence.

13c. Date Signed. Example: 5 June 2000  
Enter: 970605

14a. Branch of Service. Enter - ARMY NATIONAL GUARD

14b. Name of Service representative. Enter in last name, first name, middle initial, and suffix sequence.

14c. Pay Grade. Examples: E7, O3.

14d. Unit/Command Name. Enter service representative's unit of assignment. Example: 425 PERS SVC CO.

14e. Signature. Before signing, the service representative will verify correctness of entries and explain all applicable paragraphs of the reenlistment document to the Soldier. The individual identified in item 14b above will sign in first, middle, and last name sequence (initials and last name are acceptable).

14f. Date Signed. Example: For 5 June 2000 Enter: 000605

14g. Unit/Command Address. Example: ANY CITY, STATE 29924.

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. Not applicable to the ARNGUS.

16. Enlistment/Reenlistment in the National Guard. Immediately following "I" in the space provided enter reenlistee's full name in first, middle, last name and suffix sequence.

17. Acknowledgment of Enlistment Date. Enter day of month, followed by "D", "ST", or "TH," as appropriate. Do not precede number 1 through 9 with a zero. Spell out month and enter last two digits of calendar year.  
Examples: 22D day of July 2000

5TH day of April 2000

1ST day of June 2000

For a period of: Enter the applicant's contractual obligation to the State. If applicant enlists under 6X2, with no prior service, enter in item 8a (8 years 0 months 0 days) and item 17 is (6 years 0 months 0 days). This block does not reflect any remaining MSO.

18a. Signature of Enlistee/Reenlistee. Applicant will sign their full name.

**Figure 2-6. Instructions for completing the DD Form 4 series**

18b. Date Signed. Enter date the oath was administered. Example: For 5 June 2000  
Enter: 000605

19b. Name. Enter name of commissioned officer or person authorized by State law (in last name, first name, middle initial and suffix sequence) who administered the oath of enlistment.

19c. Pay Grade. Enter grade, such as 0-3. If not an officer, put "NA."

19d. Unit/Command Name. Example: 425 PERS SVC CO.

19e. Signature. Officer or individual identified in item 19b above will sign their name in first, middle, last name and suffix sequence (initials and last name are acceptable).

19f. Date Signed. Enter date the oath was administered. Example: For 22 December 2000  
Enter: 001222.

19g. Unit/Command Address. Example: ANYTOWN, STATE 29924. If not an officer and no unit/command address, put "NA."

DD FORM 4/3 Not used for ARNGUS.

**Figure 2-6. Instructions for completing the DD Form 4 series**



## INFORMATION ABOUT REINSTATEMENT RIGHTS OF PERSONS WHO DO NOT QUALIFY FOR MILITARY SERVICE (38 USC 2024(e))

The Congress has enacted a law that gives reinstatement rights to persons who leave their positions (other than temporarily) to enlist in, enter, or determine their physical fitness to enter the Armed Forces of the United States and who are found not qualified. The Department of Labor, through its Office of Veterans' Reemployment Rights, will provide information about the rights you have and any assistance you need in exercising them. The Army is cooperating to bring this important matter to your attention. The most important thing to remember is that the law requires that a person found not qualified for military service apply for his or her former job at the next regularly scheduled work period following return home. The law permits normal travel time from the examining station to the person's home. If circumstances beyond the person's control extend this time, reemployment protection will also continue. You should therefore, if your desire is to return to your job, report for work at the next regularly scheduled work period or just as soon as you possibly can thereafter. If you have any difficulty with your employer in regaining your former job, you should communicate immediately with the Office of Veterans' Reemployment Rights, US Department of Labor, at the address shown below.

Enter the - (Name and address of appropriate office)...

**Figure 2-7. Information concerning reemployment rights**

PART I

(Applicant's Name)

(Date)

Please Contact: (Space for name, address and telephone number of local office or Youth Opportunity Corps) for assistance in obtaining training or job opportunities.

(RRNCOs Signature Block)

(Service and Telephone Number)

---

PART II

(Date)

(Applicant's Name, Address (including street, city and ZIP Code), telephone Number and Age) has been referred to your office by (RRNCOs Name, Service and Telephone Number).

I approve of having the information contained on this card sent to my local Employment Service Office.

(Applicant's Signature)

**Figure 2-8. Referral to local employment agency for Training or Job Assistance**

**CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS  
AND METHODS OF FULLFILLMENT FOR INDIVIDUALS ENLISTING OR TRANSFERRING INTO UNITS OF  
THE ARMY NATIONAL GUARD UPON REFRAD/DISCHARGE FROM ACTIVE DUTY**

For use of this form, see AR 600-200; the proponent agency is NGB-ARH

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

<b>AUTHORITY:</b>	Title 10, USC Section 270, 10 UCS 511, 10 USC 673a, Section 301 and 304, Title 32, USC and Executive order 9397, 22 November 1943.
<b>PRINCIPLE PURPOSE:</b>	To explain obligation and participation requirements and to ensure that your agreements to these conditions are a matter of record.
<b>ROUTINE USES:</b>	Confirmation of obligation and participation requirements, occasionally a basis for nonparticipation action if requirements are not met.
<b>DISCLOSURE:</b>	Disclosure of your SSN is voluntary, however if not provided you will not be enlisted or transferred.

**SECTION I - APPLICABILITY**

This certificate and acknowledgment of service requirements will be completed by all individuals enlisting or transferring into units of the ARMY NATIONAL GUARD as applicable under AR 136-91.

**SECTION II - INSTRUCTIONS**

For soldiers enlisting in the Army National Guard: The Army National Guard Representative who obtains an ARNG assignment is responsible to read and explain the service requirements show below. Following the reading, explanation, and affixing of proper signature, a copy of the signed form will be attached to a copy of the soldier's orders.

**SECTION III – EXPLANATION TO SOLDIER**

In connection with membership in the Army National Guard, it is my duty and responsibility to explain the service and participation requirements that is applicable. If, during the course of the explanation, you have any questions, or want further clarification, advise me and I will explain all matters to your satisfaction and understanding before processing. The original of this certificate will be attached to the enlistment document once the Oath of Enlistment is administered at your new unit assignment. I will give you a copy of this signed certificate for your personal use.

This certificate is required by regulation when you have voluntarily elected one of the following options: (*Individual will initial next To the checked transaction.*)

**1. ENLISTMENT INTO THE ARMY NATIONAL GUARD OF THE UNITED STATES OF A PRIOR SERVICE MEMBER WHO WAS RELEASED PRIOR TO COMPLETION OF AN INCURRED EIGHT-YEAR MILITARY SERVICE OBLIGATION. (OBLIGOR).**

☐

I incurred an eight year military obligation upon entry into the active military service and I have not completed that obligation; therefore, this enlistment in the Army National Guard is at least for the minimum period of service remaining of my statutory obligation. This enlistment requires that I commence training with the ARNG unit immediately and I will report to said unit within 30 days of my release/discharge from active duty. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

**2. ENLISTMENT INTO THE ARMY NATIONAL GUARD OF THE UNITED STATES OF A PRIOR SERVICE MEMBER WHO WAS DISCHARGED HAVING NO REMAINING STATUTORY MILITARY SERVICE OBLIGATION (NON-OBLIGOR).**

☐

I am currently not a member of any Reserve Component, but I have had pervious military service in the Armed Forces of the United States and I have no remaining statutory military service obligation. This enlistment requires that I commence training with a unit immediately and I will report to said unit within 30 days of discharge for active duty. I will be required to maintain satisfactory participation in the Army National Guard for the entire period of service stipulated on this document.

**SECTION IV – STAISFACTORY PARTICIPATION**

I understand that I must participate satisfactorily during the entire period of my enlistment or assignment to the Ready Reserve in accordance with the rules and regulations now in effect, or which may be hereafter placed into effect, by proper authority. Satisfactory participation in the Selected Reserve currently is defined as follows:

- After completion of your active duty for training (if required) you will serve the remaining period of your enlistment with your assigned unit unless the option you selected provided for transfer to the Individual Ready Reserve (IRR) or Inactive National Guard (ING) after a period of time in your unit.

**NGB FORM 7249-R, JUN 2006**

**Figure 2-9. NGB Form 7249**

2. You will be required to attend all scheduled unit training assemblies **(at least 48 per year)** unless you are excused by proper authority. If you accrue 9 or more unexcused absences during any continuous 365-day period you may be declared an unsatisfactory participant. A soldier who attends a scheduled unit training assembly must be in the prescribed uniform, present a neat **soldierly appearance, and perform his/her assigned duties in a satisfactory manner to receive credit for attendance.** In the event that you do not receive credit for attendance for any of the reasons I have explained, you will be charged with an unexcused absence.
3. As a member of a unit you will be required to satisfactorily complete on period of annual active duty for training of not less than 15 days per year exclusive of travel time unless excused by proper authority.
4. If, through reasons beyond your control, you lose your unit assignment and are assigned by proper authority to the Individual Ready Reserve (IRR), you may be required to complete a period of not more than 30 days active duty for training each year.
5. If you change residence to a location too distant to permit continued participation with your unit, you will be authorized a period of not more than 90 days of excused absence training. During this 90-day period you must locate and join another Reserve Component unit.
6. You will be responsible for keeping your commander advised of your current mailing address at which you will receive official correspondence.
7. You will be responsible for replying and complying with all official orders and correspondence which you may receive.
8. If you fail to participate satisfactorily for any of the reasons I have explained or which may be placed into effect hereafter by proper authority, you may be declared an unsatisfactory participant and may be subject to reduction in grade and removal from the unit and transferred to the Individual Ready Reserve (IRR) or Inactive National Guard (ING).
9. During your entire period of this enlistment, while I am a member of the Ready Reserve, I may at any time be ordered to active duty involuntarily as a member of a unit, or as an individual if not assigned to a unit, in the event of war or national emergency declared by Congress or the President of the United States; or in the event of an emergency declared by the Governor of the state, or under any other conditions authorized by law in effect at the time of my enlistment or which may be hereafter be enacted into law. I understand that I must comply with all said orders.

#### SECTION V – ADDITIONS OR CHANGES TO THIS CERTIFICATE

☐

A check in this block indicates that an addendum will be completed, signed by the soldier, and attached hereto once the Oath of Enlistment is administered at individual's new unit of assignment. Any addendum to your enlistment is to be considered an integral part of this certificate and it may add, alter, or delete, certain portions of this certificate. Only addendums that have been authorized by NGB publications may be used for this purpose.

#### SECTION VI – ACKNOWLEDGEMENTS AND UNDERSTANDING OF ENLISTMENT, TRANSFER, OR UNIT ASSIGNMENT OBLIGATIONS

##### 1. ASSIGNED TO

a. UNIT (Include Street, City, State and Zip Code)

b. PHONE

c. UIC

##### 2. TERM OF SERVICE

YEARS MONTHS DAYS

##### 3. HIV TEST CERTIFICATION

a. DATE OF HIV TEST (YYYYMMDD)

##### 4a. AFFILIATION BONUS AUTHORIZED

☐ YES ☐ NO

##### b. RESULTS OF HIV TEST

☐ POSITIVE ☐ NEGATIVE

##### 4.b BONUS CONTROL NUMBER

5. I have been counseled concerning my eligibility for the Student Loan Repayment Program. I understand I may be eligible to reenlist to qualify for this program upon arrival at my unit of assignment.

6. I certify that the unit into which I am ☐ is ☐ is not farther than the reasonable commuting distance, as enlisting/transferring

Defined in AR 140-10, paragraph 1-10. I am expected to attend unit drills regularly and be a satisfactory participant of the unit identified in item 1 above of this section.

7. I understand that if I have any problems as I transition into the ARNG that I can contact the State Reserve Component Transition NCO.

8. I certify that I have been counseled that "The effective date of my enlistment into the Army National Guard is the day my Oath of Enlistment is administered at my new unit of assignment." My contract will be voided if I reenlist or extend and remain on active duty or if I become ineligible under current policy on or before my transition date.

Figure 2-9. NGB Form 7249

9. I, the undersigned, having voluntarily elected to become a member of the Army National Guard, acknowledge that all the conditions of such membership as outlined on this certificate were read and explained to me by the Army National Guard Career Counselor whose signature appears in SECTION VII.

a. TYPED NAME OF SOLIDER

b. SOCIAL SERCURITY NUMBER

**c. SIGNATURE**

d. DATE SIGNED (YYYYMMDD)

## SECTION II – CERTIFICATION BY ARNG REPRESENTATIVE

1. I certify that I have read and explained all the conditions and stipulations concerning the specific program set forth above under which the individual will become a member of an ARMY NATIONAL GUARD unit. Following this reading and explanation, a copy of this signed form was furnished to the above soldier.

a. TYPED NAME OF ARNG REPRESENTATIVE

b. RANK

**c. TITLE**

**c. SIGNATURE**

d. DATE SIGNED (YYYYMMDD)

## 2. REMARKS

**Figure 2-9. NGB Form 7249**

## **Chapter 3**

### **ARNG Enlistment Options/Programs**

#### **Section I**

##### **Enlistment Options (NPS/GNPS/PS)**

##### **3-1. General**

This chapter provides policy and guidance for applicants enlisting for a specific enlistment option and/or program. Persons qualified under one of these options/programs may be authorized advance pay grades upon enlistment and/or accelerated promotions based on skill level and demonstrated duty performance.

##### **3-2. Eligibility**

a. Applicants who qualify for advanced pay grades upon enlistment under chapter 2 of this criteria and programs/options under this chapter will be enlisted at the grade more advantageous to the applicant.

b. PS applicants who were previously discharged under less than honorable conditions may still qualify for one of the programs/options listed in this chapter, however they may only enlist in the grade held at the time of separation/discharge.

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#### **Section II**

##### **Split Training Option**

##### **3-3. Purpose**

a. The Split Training Option (STO) allows an ARNG soldier to complete Basic Training (BT) and Advanced Individual Training (AIT) during two separate training cycles. Under STO, a Soldier is ordered to BT (Phase I of IADT) only and allowed to return to their unit of assignment and attend regularly scheduled training assemblies. Within one year of completing BT, these Soldiers will be ordered to AIT (Phase II of IADT) and complete their required MOS training.

b. Soldiers enlisting for STO will be utilized and trained with their unit of assignment in their designated MOS. They are required to perform all scheduled periods of IADT between Phase I and II. At the discretion of the unit commander, the Soldier may attend Annual Training (AT) between Phase I and II. (See AR 135-91).

##### **3-4. Eligibility (NPS Only)**

a. To be eligible to enlist under the STO, applicants must –

- (1) Meet the enlistment eligibility standards of chapter 2 of this regulation.
- (2) Be classified as a CIHSJR, HSSR, College Student, or a seasonal worker as outlined in chapter 2.
- (3) Enlist for the 6 x 2 or 8 x 0 authorized period of enlistment only.
- (4) Enter IADT (Phase I) within 270 days of enlistment. Waivers or exceptions to this requirement are not authorized.
- (5) Complete the generated Guidance Counselor Redesign System Guard Annex for enlistment.

b. GNPS/PS applicants are not eligible for the STO. However, applicants enlisting in the ARNGUS from the Army Reserve and who were originally scheduled to train under the STO, may continue to complete IADT under this option upon enlistment.

c. See Chapter 4 of this criteria for training requirements for Soldiers who enlisted under the STO.

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#### **Section III**

##### **State Officer Candidate School (OCS) Option**

##### **3-5. Purpose**

The State OCS Enlistment Option should be used to entice NPS/PS applicants to the ARNGUS who wish to become a Commissioned Officer. GNPS applicants who were previously disenrolled from the State OCS program and subsequently discharged from the ARNGUS are not eligible for this option upon reenlistment. The intent of the State OCS enlistment option is to attract applicants to the ARNGUS and provide an additional source of potential candidates for OCS. At a minimum, representatives from the Regional Training Institute (RTI) should interview potential applicants enlisting under this option. Interviews should be conducted in order to determine an applicant's eligibility and demonstrated potential to successfully complete the program. Applicants must understand the academic requirements and performance standards of the State OCS program. They must further understand that they are required to complete Officer Basic Course (OBC) upon successful completion of OCS. **Applicants who enlist for the State OCS option are not authorized SRIP entitlements.**

##### **3-6. Eligibility (NPS/GNPS/PS)**

a. To be eligible for enlistment for the State OCS enlistment option, applicants must -

- (1) Meet the enlistment eligibility standards of chapter 2 of this regulation.
- (2) Be a U.S. citizen.
- (3) Meet qualifications of local or State OCS programs.
- (4) Be at least 18 but not more than 30 years of age. (See below for authorized waivers)
- (5) Have at least 60 semester hours from an accredited college or university prior to OCS enrollment or enlistment.

Additionally, they must have acquired at least 90 semester hours from an accredited college or university prior to the anticipated date of commissioning to 2LT.

- (6) Meet the mental, physical and moral requirements in NGR 600-100.
- (7) Qualify for 09S IAW DA PAM 611-21 at time of enlistment.
- (8) Contract for a minimum of 6 years (NPS/GNPS), or 3 years for PS applicants.
- b. Additional requirements -
  - (1) Complete an Electronic Personnel Security Questionnaire (EPSQ) when processing for enlistment at MEPS.
  - (2) Successfully complete Basic Training prior to attending State OCS.
  - (3) Select three enlisted MOS positions to be annotated on DD 1966 series, prior to enlistment.

### 3-7. Personnel management

- a. MEPS GCs will make reservations in REQUEST using MOS 09S1. State OCS applicants may be trained at any basic training installations.
- b. Applicants may be carried excess in any unit to which assigned. Upon entering Phase I of the state OCS program, the Soldier may be assigned to a position at the discretion of the AG.
- c. Upon successful completion of basic training, the following administrative actions apply -
  - (1) Advanced to pay grade E4.
  - (2) Issued and authorized to wear the "OCS" insignia. (See AR 670-1)
  - (3) Commence pre-OCS training at the discretion of the AG. This training may be with a unit, battalion, brigade or RTI. The purpose of the pre-OCS training is to prepare the Soldier for the Officer Candidate School program.
- d. Change training pay category (TPC) in SIDPERS to "A".
- d. Soldiers who enter the state OCS program will be advanced to SSG and are authorized to wear the OCS insignia. Upon graduation from OCS, orders will be published for OBC. If a Soldier fails to complete State OCS, publish orders to complete MOS advanced individual training or discharge.
- e. Those Soldiers who fail to complete State OCS may be ordered to AIT if not already completed, and serve under the terms of their original contract. They will not be entitled to SRIP incentives, however they may be eligible for federal or state educational benefits.
- f. The following statement must be entered in the remarks section of DD Form 1966 series: "I am enlisting for the State Officer Candidate Enlistment Option. I must attend basic training prior to enrolling into State OCS. If I fail to complete the State OCS program, I will be ordered to advanced individual training or discharged without board action or appeal." **(The State AG will make the determination if a Soldier will be processed to attend AIT or be discharged, if they fail to complete OCS)**

### 3-8. Waivers

- a. Age waivers for applicants enlisting for the State OCS option are authorized. Anticipated date of commissioning should be used in determining appropriate waiver authority. A certified copy of the applicant's birth certificate must accompany all requests for waiver. ~~Waivers for OCS can not be used for enlisting applicants and are in addition to any other waiver required for enlistment.~~
- b. Waiver authorities are established as follows -
  - (1) The AG may approve waivers for appointment up to age 35.
  - (2) CNGB (NGB-ARH) may approve waivers beyond the applicants 35<sup>th</sup> birthday.
- c. **NGB 22-3 must show the projected start date of training and indicate if the training will be a Federal, State, or Accelerated State class.**

## Section IV

### Warrant Officer Candidate School Enlistment Option (PS)

#### 3-9. PURPOSE:

The Warrant Officer Candidate School Enlistment Option is used to allow Prior Service Non commissioned officers, with the minimum DA WO MOS Proponency requirements, to become a warrant officer in the ARNG. This option offers the opportunity for separating active duty Non-commissioned Officers to apply for entrance into the ARNG Warrant Officer Education System (WOES). Enlisted status within the ARNG is required for WOES application submission. Applicants will have one year from the date of enlistment to be appointed as a Warrant Officer Candidate. Every effort should be made on the part of the Soldier's chain of command to help facilitate the Warrant Officer accession process. This enlistment option does not apply to Aviation Flight Applicants.

#### 3-10. Eligibility (PS Only)

- a. To be eligible for enlistment for the Technical Warrant Officer Enlistment Option PS applicants must have served in:
  - (1) Any Active or Reserve Component of the U.S. Armed Forces, including ARNGUS and ANGUS and should no more than a 12 month break in service.
- b. Applicants must meet the following requirements:
  - (1) Meet the enlistment eligibility standards of chapter 3 of this regulation.
  - (2) Be a U.S. citizen.
  - (3) AFQT GT Score of 110
  - (4) Pass the 3 event standard APFT
  - (5) Meet the physical standards for appointment IAW Chp 2, AR 40-501

- (6) Less than **44** years of age.
- (7) Able to attain security clearance required for qualification in WO MOS
- (8) Posses the required enlisted feeder MOS for the warrant officer vacancy posted on the REQUEST system as stated on <http://www.usarec.army.mil/hq/warrant/>
- (9) Meet the minimum DA MOS Proponency prerequisites as posted under Warrant Officer MOSs on <http://www.usarec.army.mil/hq/warrant/>
- (10) Meet the mental, physical and moral requirements in NGR 600-101.
- (11) Contract for a minimum of one year at the time of enlistment with option to extend 2 additional years once appointed as WOC
- c. PS applicants with remaining MSO must enlist for the balance of their MSO even though they may only participate in the Selected Reserve for 1 year. Any remaining MSO will then be served in the IRR or initiate a DA Form 4836 to extend their enlistment. Applicants whose MSO was terminated, as a result of an unfavorable discharge per Table 2-1 are not eligible for this enlistment option (See para 2-31c).
- d. Applicants must understand and agree to the participation requirements prior to enlistment. The following statement will be entered in the remark section of the DD Form 1966 series. **"I understand that I am required to perform my enlisted duties commensurate with my pay grade and MOS while compiling and submitting the required DA MOS Predetermination packet while awaiting the start of WOCS. I understand I will not be competitive for promotion under the ARNG enlisted promotion system, while awaiting attendance of WOCS. I further understand that if I fail to complete WOCS, I am required to fulfill my contractual obligation with the ARNG in my duty MOS or in a duty position based on the needs of the ARNG". "Applicant was counseled concerning PS Technical WO Enlistment Option."** The applicant will initial this statement.

### 3-11. Personnel management

- a. RCTs will build 09W vacancies in REQUEST in the projected unit of assignment as a Warrant Officer and remove projected Warrant Officer vacancy for fill from RCCC and RRNCO visibility.
- b. Applicants may be carried excess in any unit to which assigned.
- c. If Soldier fails to complete WOCs, they will either:
  - (1) Reassigned to a position vacancy based on the needs of the ARNG.
  - (2) Administratively reduced to the grade authorized by the position to which they are assigned.
  - (3) Discharge and transfer to an USAR Control Group.
  - (4) Discharge from the ARNGUS and the Reserve of the Army in their present grade providing no remaining reserve obligation exists.

**3-12. Waivers:** Age waivers for applicants enlisting for the PS Technical WO Option are not authorized.

## Section V

### Try One in the Guard Enlistment Option

### 3-13. Purpose

The purpose of the Try One in the Guard enlistment option is to attract PS applicants for enlistment into the ARNGUS without requiring a long contractual obligation. While this option is only available to PS applicants in the grade of E-5 and below, it is considered a valuable enlistment tool. PS applicants enlisting under the Try-One in the Guard enlistment option need to only contract in the ARNGUS for one year in a drilling status. Efforts should be made on the part of the Soldier's unit commander to retain Soldiers in the Guard as well as explaining the benefits of continued service.

### 3-14. Eligibility (PS Only)

- a. Enlistment is authorized in the Try One in the Guard program for PS applicants who have previous service in:
  - (1) Any Active or Reserve Component of the U.S. Armed Forces, excluding ARNGUS and ANGUS.
  - (2) The ARNGUS or ANGUS and has a break in service of at least 6 months.
- b. PS applicants may enlist up to the pay grade held at the time of discharge/separation, but not to exceed the grade of E-5. Enlistment can be made without regard to the grade required by the position vacancy. Applicants enlisting under the Try One in the Guard option need not be DMOS qualified.
- c. PS applicants with remaining MSO must enlist for the balance of their MSO even though they may only participate in the Selected Reserve for 1 year. Any remaining MSO will then be served in the IRR or an extension may be initiated on a DA Form 4836 to extend their enlistment. Applicants whose MSO was terminated, as a result of an unfavorable discharge or per Table 2-1 or AR 635-5-1 are not eligible for this enlistment option (See para 2-31c).
- d. Applicants must understand and agree to the participation requirements prior to enlistment. The following statement will be entered in the remarks section of the DD Form 1966 series. **"Applicant was counseled concerning Try One in the Guard."** The applicant will initial this statement.

### 3-15. Personnel management

- a. Accomplish one of the following actions prior to the expiration of Try One in the Guard program if the Soldier's grade is higher than the grade of the position to which they were assigned:
  - (1) Reassign to a position vacancy for their grade.
  - (2) Administratively reduce to the grade authorized by the position to which they are assigned.



- (3) Discharge and transfer to an USAR Control Group.
  - (4) Discharge from the ARNGUS and the Reserve of the Army in their present grade providing no remaining reserve obligation exists.
  - b. Once the Soldier is assigned to position vacancy commensurate with their grade, they will not be reassigned to positions requiring a lower grade without first being administratively reduced.
  - c. Commanders must assign personnel enlisted under the Try One in the Guard program to compatible positions when such positions become available, as soon as possible.
- 

## **Section VI**

### **Simultaneous Membership Program (SMP)**

#### **3-16. Purpose**

The ROTC/SMP is a voluntary officer training program designed to increase the number of ROTC officers available for Reserve Forces Duty. It provides an incentive to encourage enrollment and participation in the ROTC Advance Course (MS III and MS IV). In addition, the ROTC/SMP program provides the future officer with ARNG experience.

#### **3-17. Eligibility (NPS/GNPS/PS)**

a. The Simultaneous Membership Program (SMP) is available to ARNG applicants who meet basic eligibility standards of chapter 2 (including MEPS physical standards) **and** who

- (1) Meet the criteria for enrollment in MS II, MS III, or MS IV ROTC or will meet criteria within one year of enlistment.
  - (2) Are currently contracted and in MS II, MS III or MS IV, or agree to apply for enrollment in ROTC Advanced Course within 1 year after enlistment in the ARNGUS. Once enlisted in the ARNG, the Soldier is a potential SMP participant until enrolled in Advanced ROTC.
  - (3) Are of good moral character as evidenced by record in home community.
  - (4) Are a citizen of the United States.
  - (5) Are at least 17 and no more than 29 years of age at the time of appointment as an officer in the Reserve of the Army.
  - (6) Meet medical fitness standards prescribed in AR 145-1, chapter 3 for enrollment in ROTC Advanced Course.
  - (7) Have a minimum grade point average of 2.0 (on a 4.0 scale).
  - (8) Agree to enroll in a full time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting, or having a cross enrollment agreement or extension center agreement with another institution hosting an Army ROTC program.
  - (9) Meet requirements of AR 145-1, chapter 3 for entry into the ROTC Basic Course/Army Basic Training, or agree to meet these requirements within 360 days after enlistment.
- b. NPS or PS applicants must be processed for enlistment at a MEPS/MTF. Applicants contracted as MS II, MS III or IV may process at facilities other than MEPS and may test using the AFCT.
- c. PS applicants must enlist for a minimum term of service of 4 years. NPS applicants must enlist for an 8-year term of service (minimum 4x4 option).
- d. Applicants must obtain a completed Professor of Military Science Certification which shows that the applicant will be enrolled in the ROTC Advanced Course.
- e. Complete the SMP agreement (NGB Form 594-1).

#### **3-18. Waivers**

- a. Waivers or exceptions to policy. In exceptional cases requests for waiver are considered. Request must include a recommendation from the unit commander, AG, and Commander, US Army ROTC Cadet Command. An approved waiver of maximum age constitutes a waiver for enrollment in the Advanced ROTC Course, if required, and for appointment as a Reserve commissioned officer of the Army. See AR 145-1, chapter 3, section II for waiver processing requirements.
- b. Waiver authority: HQDA (DAPC-OPP-P)

## **Section VII**

### **Civilian Acquired Skills Program (CASP)**

#### **Part 1**

##### **General information**

##### **3-19. General**

The provisions of AR 601-210 apply in addition to policy and procedures prescribed by this chapter.

##### **3-20. Purpose**

The Civilian Acquired Skills Program (CASP) is designed to attract persons with civilian acquired skills needed by the ARNGUS. Persons qualified for CASP may be advanced in rank upon enlistment. After enlistment, they will be considered for accelerated promotion based on the skill level held and demonstrated proficiency during duty performance.

##### **3-21. Objectives**

- a. To enlist qualified personnel with critical civilian acquired skills.
- b. To increase Soldier's job satisfaction.
- c. To improve personnel classification and utilization while maintaining MOS performance standards.
- d. To reduce in-service training loads and costs.
- e. To add means for rapid mobilization of personnel.
- f. To provide additional means for MOS reclassification.

##### **3-22. Eligibility (NPS/GNPS/PS)**

CASP is available to qualified men and women with or without PS. Skills acquired through military service may not be used to qualify for CASP. **CASP is an enlistment option ONLY and can not be used for Soldiers currently serving in the ARNG. (Soldier(s) currently serving in the ARNG and are requesting MOS determination based on civilian training are considered to be reclassifying and must request a waiver of formal school training from the proponent school house through CNGB (NGB-ARH). Aviation MOS determination will be routed through CNGB (NGB-AVS) to the proponent school for determination.)** Applicants must:

- a. Meet basic eligibility standards and MOS prerequisites for enlistment (Chapter 2 as appropriate), including skill, training, and work experience (Table 3-1). The latest MOS prerequisites are available on a computer output display by using the QUALS Program of REQUEST. When a person has unusual or unfamiliar training and experience relevant to a CASP MOS, request for determination of equivalency may be submitted to NGB-ARH.
- b. Have had either the training or the experience in the civilian acquired skill within the preceding 24 months of the effective date of enlistment (See table 3-1 for specific requirements).

##### **3-23. Responsibilities**

- a. Chief, National Guard Bureau (CNGB).

The CNGB has overall responsibility for policy concerning CASP and will:

- (1) Conduct periodic reviews for addition and deletion of skills, and submit recommended changes to the Office of DCSPER (ODCSPER) (DAPE-MPA).
  - (2) Develop criteria for skills to be added to the program; review and comment on recommendations submitted by other agencies.
- b. The Adjutant General (AG). The AG will:
    - (1) Conduct periodic review, and submit recommendations to NGB-ARH for adding or deleting skills.
    - (2) Review and comment on recommendations submitted by subordinate organizations or individuals.
  - c. MEPS GCs will verify applicants' qualifications and coordinate opportunities for benefits under the CASP with the State RRM.
  - d. State Recruiting and Retention Manager / Recruiting and Retention Commander (RRM / RRC) will:
    - (1) Implement processing procedures contained in this chapter.
    - (2) Develop and implement advertising and procurement plans and procedures to attract qualified applicants for the program.
    - (3) Actively promote the program and ensure that vocational schools, technical schools, schools of nursing, etc., are canvassed as a source of ready-trained assets for ARNGUS units.
    - (4) Periodically brief strength maintenance personnel on current status and updates of the CASP.
  - e. Commanders of CASP enlistees will:
    - (1) Ensure that CASP enlistees are properly assigned and considered for accelerated promotions in a timely manner under Paragraph 3-12.
    - (2) Utilize Soldiers in their CASP PMOS for at least 1 year.
  - f. Training center commanders will provide reception station processing and required training for CASP Soldiers.

##### **3-24. Enlistment periods**

- a. NPS applicants will be enlisted for a minimum period of service as prescribed by paragraph 2-29.
- b. PS applicants will be enlisted for a period of service as outlined in paragraph 2-31 of this criteria or for a minimum of 3 years. Enlistment under the Try One in the Guard is not authorized for CASP.

## **Part 2**

### **Training requirements**

#### **3-25. Enlistment training options available under CASP**

An applicant's service obligation, prior military service, and MOS selected will determine applicable training options. Table 3-3, lists training options available to persons qualifying for enlistment under CASP.

#### **3-26. BT requirement**

- a. Applicants not having prior military service or who did not complete BT during previous military service must complete BT and any pre-requisite training for award of the CASP MOS.
- b. With exception of those authorized to train under the STO, all NPS/GNPS applicants must complete BT and any pre-requisite training for award of the CASP MOS.

#### **3-27. Requirement for prerequisite course training**

- a. Other than that listed in Table 3-1, no MOS training during IADT will be offered under the CASP.
- b. Some MOSs available under the CASP require completion of a specified course as a prerequisite for awarding the MOS (Table 3-1). For example, 92G1O AIT is required for MOS award of MOS 91M.
- c. Award of the CASP MOS and promotion to the accelerated rank will not be considered until successful completion of all required training including prerequisite training if required. This prerequisite training may be accomplished during IADT, or ADT at a later date, or through completion of correspondence courses or approved ARNGUS/USAR schools.

#### **3-28. Requirement for unit proficiency training**

- a. CASP enlistment training options require completion of a specified period of proficiency training as a prerequisite for awarding of the MOS (Table 3-3). Proficiency training is a specified period of time during which the Soldier functions in the MOS for which enlisted. The training should be performed during regularly scheduled training assemblies or equivalent training periods. The training is a transition period in which the Soldier learns to apply the civilian acquired skill to the military. Use the proficiency training time by the commander to evaluate the Soldier's ability to function in the specific MOS.
- b. Before award of MOS and promotion to the accelerated rank, the Soldier must be able to perform the major requirements and meet physical standards described in DA PAM 611-21.

## **Part 3**

### **Personnel Management**

#### **3-29. Determination of qualifications and enlistment grades**

- a. CASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include certificates, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in the civilian acquired skill. Training may include successful completion of union, industry, or government recognized training or apprenticeship programs. Certificates and diplomas submitted by applicants must bear the original seal of the institution or be notarized as true copies.
- b. Applicants who meet training and work experience requirements (Table 3-1) and satisfy all other enlistment criteria will be enlisted in pay grade **E-4/SPC E-3**. Upon successful completion of BT and other training listed in the appropriate option of Table 3-3, individuals may be promoted to the accelerated grade indicated in Table 3-1. The promotion to the higher grade is not guaranteed, reference Paragraph **3-30b and c below**.
- c. Determination of qualifications and enlistment grades for persons applying under ARNGUS Bands Enlistment Options will be as specified in Table 3-2.

#### **3-30. Award of MOS and accelerated promotions**

- a. Applicants eligible to enlist/reenlist under CASP will enlist in pay grade **E-4/SPC E-3**. Promotion to the accelerated grade and award of the MOS authorized by the enlistment agreement may be made without regard to time in grade or time in service provided the accelerated promotion rank does not exceed the rank of the MTOE/TDA position to which the Soldier is assigned. After having been awarded the CASP MOS and promoted to the accelerated rank, promotions and classifications actions will be governed by Chapter 11, NGR 600-200.
- b. The Soldier's immediate commander may deny or defer promotion to the accelerated rank. Reasons for denying or deferring promotion may be any failure of the Soldier to demonstrate proper conduct during the proficiency-training period or failure to demonstrate minimum level of performance for the MOS. The immediate commander is guided in this determination by the minimum MOS qualifications as prescribed in DA PAM 611-21 and this regulation.
- c. The commander will advise the Soldier in writing of the reason for denying or deferring accelerated promotion. File the record of counseling, including basis and results, in the Soldier's MPRJ as a permanent document only when promotion has been denied. The Soldier will indicate on the counseling statement that he or she has read the statement and has or has not submitted a statement in his or her own behalf.
- d. On denial of accelerated promotion to authorized CASP rank, the commander may appoint the Soldier to any lower rank (not lower than the grade enlisted) providing Soldier is not already serving in that rank. ~~For example, a Soldier enlisted in grade E-3 is appointed to SPC on denial of promotion to SGT.~~
- e. The immediate commander may defer promotion for up to four regularly scheduled Unit Training Assemblies (UTA) if the Soldier's performance does not clearly warrant promotion or denial of promotion at the end of the proficiency training of

eight weeks, or as listed in Table 3-3. After completion of the initial proficiency training and the deferred period as indicated above, a Soldier may be promoted to the CASP authorized grade or lower rank as provided in d above, or denied promotion. A final decision must be made by the end of the deferred period. Soldiers, who are not provided accelerated promotion, will be considered for future promotions along with their contemporaries under chapter 11, NGR 600-200.

f. Deferral or denial of accelerated promotion does not constitute a breach of enlistment contract or agreement, nor will result in an unfulfilled enlistment commitment. Promotion can be made only with approval of the immediate unit commander after successful completion of all training required by the enlistment option in Table 3-3. The accelerated rank will be awarded to qualified Soldiers without regard to time in grade and time in service.

g. Significant training or experience in a civilian occupational area having a MOS counterpart. This applies specifically to in-service ARNG Soldiers who gain skills or complete training in a status other than military status. This does not pertain to experience that a Soldier may gain through duties performed in an AGR status (i.e. Readiness NCO duties). It does apply to traditional ARNGUS Soldiers and Military Technicians in their civilian pursuits.

### 3-31. Enlistment control

CASP applicants must be projected or assigned to a MTOE/TDA unit vacancy or projected unit vacancy in accordance with the Soldier's CASP MOS. A Soldier who enlists for a CASP MOS that provides for accelerated promotion to SGT must be enlisted against a SGT vacancy.

### 3-32. Annual Training (AT) restrictions

NPS applicants who enlist under CASP may not be ordered to AT until successful completion of BT.

### 3-33. Mobilization readiness and deployability

a. CASP enlistees will be reported as MOS qualified for mobilization readiness when all of the following actions are accomplished:

- (1) Successful completion of BT.
- (2) Satisfactory completion of MOS prerequisite training if required by the MOS for which enlisted.
- (3) Promotion to accelerated grade shown on enlistment agreement.
- (4) Award of CASP MOS as PMOS.
- (5) Denied the accelerated advancement, but promoted to a lower grade and awarded CASP MOS.

b. Under the provisions of 10 USC 671, ARNG Soldiers must complete a minimum of **13** weeks of BT or equivalent before a member of the military service may be deployed. The Army G-1 has determined that completion of training programs and options outlined in Table 3-3 equals the 13-week BT requirement of the statute.

## Part 4

### Enlistment Processing Procedures

#### 3-34. Processing procedures

a. Processing procedures as outlined below will be followed for all CASP applicants.

(1) RRNCO will review and verify qualifications before sending the applicant to the MEPS GC. Applications requiring approval by AG will be forwarded to that office by RRNCO prior to sending to the MEPS GC. MEPS GC will verify qualifications, complete necessary enlistment forms and processing. An applicant applying for CASP under this regulation must present prescribed documentary evidence of qualifications. Each applicant will submit documents that verify length and successful completion of education, training and experience for applicable skill. These documents must bear the original seal of the issuing agency or be notarized. Documents will include, but are not limited to the following: school transcripts; certificates of completion of training; certificates of registration with a Board of Registry or professional society; diplomas; employment records; union membership cards; certification as a civil service apprentice or journeyman. Civil Service Standard Form 50 (Notification of Personnel Action) may be used; and certification of applicant's typing or dictation when required.

(2) PS applicants with a remaining statutory obligation will:

(a) Enlist for number of years, months and days required to fulfill remaining statutory obligation period, but not less than 1 year in a drilling status.

(b) If prerequisite MOS training is required, be enlisted in pay grade of **E-4/SPC authorized per Table 2-2, this regulation, but not less than pay grade E3, nor in a pay grade higher than authorized for the CASP MOS in Table 3-1. If enlisted in a lower grade, upon successful completion of all required training, the Soldier may be promoted to accelerated grade authorized for CASP MOS per Table 3-1.**

(c) Not be required to perform a period of proficiency training.

(3) PS personnel with no remaining statutory obligation will be enlisted or reenlisted for at least **1** year in a drilling status; (b) and (c) above apply.

(4) All personal documents used to verify applicant's qualification will be reproduced and attached to, and distributed with, each copy of the DD Form 4-Series. Original copies will be returned to the applicant.

(5) NGB Form 594.

(a) Applicant will sign completed form in quadruplicate.

(b) Applicant will initial selected option and any corrected errors made.

(c) The MOS for which applicant enlists, and the pay grade to which accelerated promotion is authorized, will be entered in the space provided.

(d) RRNCO will explain to each CASP applicant that accelerated promotion above **SPC PFC** is not guaranteed, but is contingent upon demonstrated performance and conduct. If either the applicant's performance and/or conduct are such that promotion is not recommended, it may be deferred or denied by the commander. This does not constitute a breach of enlistment contract.

(e) Enter the Annex letter assigned to NGB Form 594 in the space provided and in remarks, item 10, DD Form 4.

(f) Distribution of NGB Form 594 will be as an annex to DD Form 4.

b. Procedures for requesting training seats will be as outlined below.

(1) Training seats for NPS, CASP enlistees requiring BT, or a prerequisite AIT, or a combination of both, will be allocated through the REQUEST system.

(2) PS training seats for enlistees required to attend BT will be allocated via the REQUEST system.

(3) Training seats for CASP enlistees, requiring only prerequisite AIT, will be requested through channels to the AG. Training seats are allocated by the ARNG Individual Training Branch (NGB-ART-I) and not through REQUEST.

(4) Orders for CASP enlistees processed at MEPS will be in accordance with USMEPCOM regulation 601-19.

### 3-35. Record entries

For ARNGUS Bands Options, see Table 3-2 for record entries. Records of applicants enlisting under CASP will contain the following entries in the remarks section of the DD Form 1966 series:

a. Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BT and proficiency training on IADT (at least 23 weeks) and return to unit. (Table 3-3, option 1).

b. Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BT and prerequisite AIT and return to unit. (Table 3-3, option 2, or 4)

c. Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BT and 48 hours IDT. (Table 3-3, option 3).

d. Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BT (if required), or prerequisite AIT (if required), or both (if required) and on return to unit. (Table 3-3, option 5)

e. Enlisted for CASP MOS (specify).

f. In item 32, Specific Options Enlisted For, enter the following: "CASP Option (specify), Table 3-3, Enlistment Criteria."

## Section VIII

### 09L – Native/Heritage Speaker Enlistment Option

#### 3-36. Purpose

The 09L – Native/Heritage Speaker enlistment option is established for applicants who possess the language skills and cultural awareness of location(s) where the United States deploys service members in support of current operations. Applicant(s) enlisting in this option will serve in positions where they may be deployed world wide, either as individual(s) or as a unit to serve as Linguist/Liaison Representatives attached to DoD organization(s) deploying into an area of operations in which the applicant(s) is fluent in the language and culture of that area.

#### 3-37. Eligibility (NPS/GNPS/PS)

a. The 09L Native/Heritage Speaker enlistment option is available to ARNG applicants who meet basic eligibility standards of chapter 2 of the ARNG Enlistment Criteria Memorandum (ECM) (including MEPS physical standards) and who

(1) For the English Language:

(a) Score at least a 40 on the English Comprehension Language Test (ECLT) to be initially accepted into this program. If otherwise qualified and score from 40 to 79 on the ECLT, applicants will be scheduled for English language training at the Defense Language Institute English Language Center (DLIELC). Applicants achieving less than 40 on the ECLT are not eligible for this program. This requirement shall not be waived. The American Language Comprehension Placement Test (ALCPT) may be substituted when the ECLT is not available. Scores outlined for ECLT above will apply for the ALCPT.

(b) Applicants are ultimately qualified when they achieve an ECLT/ALCPT score of at least 80 and an Oral Proficiency Interview (OPI) score in English of L2/S2. The ECLT/ALCPT requirement may be waived, on an exception basis, for those scoring a minimum of 75. Waivers may be recommended by DLIELC to NGB-ARH for consideration.

(2) For the Target Language, applicants must be administered the Defense Language Proficiency Test (DLPT) if one exists for the language or an OPI if a DLPT is not available. Applicants must achieve at least a score of ~~two~~ **2+** in listening (L2+) and speaking (S2+) on the OPI, which will be telephonically administered at the Military Entrance Processing Station (MEPS) by the Defense Language Institute Foreign Language Center (DLIFLC). **A reading test will also be administered directly following the OPI and applicants must score at least a one in reading (R1).** Individuals taking the DLPT will be required to score a two in reading (R2) and listening (L2) in the target language to be qualified to enter the 09L MOS. The DLPT will be administered at the MEPS to applicants who score above 79 on the ECLT/ALCPT, and at DLIELC upon completion of English training for applicants who score 40 to 79 on the ECLT/ALCPT.

(3) Meet the US citizenship standards outlined in paragraph 2-4 of the ECM.

(a) Applicants who are immigrant aliens who have been lawfully and permanently admitted to the United States are eligible for enlistment as an 09L. These applicants will be advised that as a "permanent resident alien" they may only serve in the ARNGUS for a maximum of 8 years and if they desire to serve in the ARNGUS beyond 8 years, they should apply for citizenship as soon as possible to avoid possible disruption in military service. Those who elect not to apply for citizenship by the end of their MSO will not be eligible for extension or reenlistment and will be discharged upon completion of their MSO. (See chap 7, NGR 600-200). Aliens who have been admitted on a temporary basis are not eligible for enlistment.

(b) Applicants will be advised that they will be eligible for participation in the Accelerated Citizenship Program (ACP) upon enlistment under the 09L – Native/Heritage Speaker program and meeting the requirements of the ACP. The ARNG will assist applicants in processing their individual applications for citizenship through the ACP. Applicants will understand that the ARNG is not the approving authority for citizenship and can not grant or guarantee approval of citizenship.

(4) Will be administered the ASVAB while at the MEPS:

(a) Applicants will be eligible for 09L enlistment if ASVAB score is 10 or above. Applicants with an ECLT/ALCPT score of 40 to 79, and who subsequently attend English language training, will retake the ASVAB or AFCT after completion of English training at DLIFLC. If the applicant's ASVAB score is less than 10 after completion of DLIELC, he or she will be processed for separation in accordance with paragraph 8-35, NGR 600-200.

(b) Applicants who score greater than 79 on the ECLT/ALCPT and less than 10 on the ASVAB are not eligible for enlistment under this program.

(5) Will be subject to counterintelligence screening as well as traditional National Agency Check/Local Records and Credit Check (NACLAC). INSCOM conducts additional counter intelligence screening of the recruits. Applicants will be advised that in order to obtain a security clearance higher than ENTNAC, they must be a US citizen and successfully pass an ENTNAC.

(6) Are high school graduates or non-high school graduates and meet all other prerequisites contained in this section of this program, to include both English and target language standard and ASVAB standard listed above are eligible for enlistment. **Applicants that cannot prove education completion because they are from a country effected by the Global War On Terrorism (i.e. Iraq or Afghanistan) may apply for an exception to policy and enlist without proving education status. Exceptions will be submitted to NGB-ARH through GCR. Criteria for the exception to policy are as follows:**

(a) All means to obtain education documentation must be exhausted.

(b) Must have an ECLT/ALCPT score of 40 or above (no exceptions).

(c) Applicant must understand the requirements to achieve an AFQT of 10 or higher and an ECLT of 80 or higher at the completion of DLIELC training.

(d) Statement from the applicant affirming their education completion and reasons why it is impractical to obtain education documents.

(e) Statement from the RRNCO or Area RRNCO (NCOIC) as to what measures were taken to obtain the applicant's education documents.

(f) ECLT/ALCPT result, AFQT, target language OPI scores must be included in request for exception to policy.

(7) Meet medical standard outlined in Chapter 2 of the current ECM.

(8) Meet current moral/legal requirements of the ECM. Applicants will be denied enlistment if they require an enlistment waiver for any offenses above minor non-traffic. Drug and Alcohol Test (DAT) waivers are not authorized. Exceptions to policy are not authorized.

(9) NPS or PS applicants must be processed for enlistment at MEPS.

(10) Will enlist for a period of service as outlined in Paragraph 2-29 for NPS, 2-30 for GNPS and 2-31 for PS applicants.

(11) Will enlist up to the pay grade of ~~E-4/SPC E-3 for NPS applicants with the opportunity for accelerated promotion to E-4 after completion of 09L pre-requisite training.~~ Applicants will be required to meet the promotion standards and NCOES requirements for advancement beyond E-4.

### 3-38. Training Requirements

a. NPS applicants will be required to completed language training as outlined above and attend 9 weeks of BT followed by prerequisite training required by the 09L MOS.

b. GNPS and PS applicants who have completed Army or Marine Corps BT will be required to complete prerequisite training required by the 09L MOS.

c. GNPS and PS applicants who were members of the U.S. Navy, U.S. Air Force, Coast Guard and their reserve components, who have not completed a minimum of 6 or 8 weeks of Army or Marine Corps basic training will be required to complete a Warrior Training Course as outlined in current NG guidance.

### 3-39 Waivers

a. Waivers or exceptions to policy. In exceptional cases requests for waiver or exceptions to policy are considered. Requests will follow standards and be submitted through the process outlined in the ECM.

b. Waiver authority for ECLT/ALCPT: NGB-ARH.

c. Waiver(s) for DLPT/OPI will be coordinated through NGB-ARH to Army G-1 for approval.

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## Section IX

### GED Plus Enlistment Program

3-40. Purpose. The ARNG GED Plus Program is designed to enable a Tier III applicant (non high school graduate) the opportunity to enlist in the ARNG and earn a GED prior to shipment to Initial Entry Training (IET).

3-41. Eligibility. Applicants enlisting under this program must meet the standards as set forth in the current ECM, along with the following additional requirements:

a. Achieve a minimum score of 31 or higher on the ASVAB.

b. Provide a certified transcript showing completion of at least the ninth grade.

- c. Be withdrawn from high school at least six months prior to enlistment.
- d. Be 18 years old or older or be ineligible to return to his/her local high school for completion of the high school diploma program.
- e. Glossary Non Prior Service (GNPS) applicants ARE eligible for this program.
- f. Medical **and administrative** waivers are the only waivers authorized under this program.

3-42. Initial Entry Training. All applicants enlisting under the GED Plus Program must acknowledge the requirement to achieve their GED prior to shipment to IET. When scheduling GED Plus applicants for IET, guidance counselors will select a ship date that is at least 6 months after the date of enlistment. In addition, GED Plus applicants may not participate in the Split Training Option (STO), and may not be shipped for Initial Entry Training (IET) until they obtain their GED.

3-43. GED Plus Training Program. All applicants enlisting under the GED Plus Program will be enrolled in the GED Plus Training Program. The GED Plus Training Program is comprised of an online training program and a resident course currently being conducted at the Professional Education Center at Camp Robinson, AR. All GED Plus applicants must be enrolled in both the on line training program and the resident course by the RRF within 30 days of enlistment. As an exception to this requirement, GED Plus applicants who obtain an accredited GED completion certificate or diploma through other means (GED Test Center, State ESO, etc...) will be exempt from attending the GED Plus resident course.

3-44. Incentives. GED Plus applicants are eligible for ARNG incentives provided they meet the criteria outlined in the current ARNG Selected Reserve Incentive Program (SRIP) guidance issued by NGB-ARM.

3-45. Educational Reporting and Tier Two Attrition Screen (TTAS). Applicants who enlist under the GED Plus Program will be enlisted as a Tier II applicant (alternate high school credential holder). All applicants will be required to take the Assessment of Individual Motivation (AIM) test as part of the TTAS program. Those applicants who score a 50 or higher on both the ASVAB and the AIM test will be excluded from ARNG quality calculations by NGB.

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## Section X

### Army National Guard College First (CF) Enlistment Option

3-46. Purpose. The CF enlistment option provides Non Prior Service (NPS) applicants the opportunity to serve in the ARNG and complete up to two years of fulltime schooling. Applicants that enlist under this option will be stabilized for up to 24 months upon completion of Initial Active Duty Training (IADT).

3-47. Enlistment Options.

- a. Enlist on a 6 X 2 or 8 X 0 enlistment contract and receive a two (2) year stabilization period.
- b. Enlist on either a 3 X 5 or 4 X 4 enlistment contract and receive a one (1) year stabilization period.

3-48. Eligibility. To be eligible for the CF enlistment option, applicants must:

- a. Be a NPS HSDG (or a graduating HSSR), **HSSR, or HSDG Equivalent** and score a 50 or higher on the ASVAB (CAT I-III).
- b. Agree to complete IADT straight-ticket (the split training option is not authorized for CF enlistments).
- c. Be accepted at a college or university that is accredited by the U.S. Department of Education and remain a full-time student in good standing for the duration of his or her stabilized period.
- d. Meet all other applicable criteria as stated in the current ARNG ECM.

3-49.—Remarks. The following statements must be entered in the DD Form 1966 series under the remarks section included on the College First annex for enlistment:

- a. "I am required to remain in good standing with my ARNG unit and my academic institution as a full-time student or my stabilization status will be repealed and funds are susceptible to recoupment."
- b. **"I understand I am stabilized from current federal mobilization within the limits of the Secretary of the Army mobilization authority (OIF/OEF), but that it does not preclude me from new federal mobilizations directed under Presidential, Secretary of Defense (SECDEF) or Gubernatorial authority."**
- c. "I understand that I may volunteer for deployment, and that my volunteering will place my performance in the College First program on hold for the (duration of the deployment, and that there will be no penalty for volunteering for deployment."

3-50 . Incentives. CF applicants are eligible for ARNG incentives provided they meet the criteria outlined in the current ARNG Selected Reserve Incentive Program (SRIP) guidance issued by NGB-ARM.

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**Table 3-1**  
**Skills and criteria to qualify for CASP**

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**MOS: 27E10 35A10**

Titled: Tow/Dragon Repairer

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1,3, or 5, per Table 3-3

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
  - b. Have 2 years of experience in use of diagnostic test equipment similar to that used for wire-guided missile systems test and have mandatory formal training with the contractor who developed the Army's system.
  - c. Must be a U.S. Citizen.
- 

**MOS: 34L10 25L10**

Titled: Wire Systems Installer

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
  - b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as a wireman, switchboard operator, telephone installer, or pole lineman.
  - c. Must be a U.S. Citizen.
- 

**MOS: 35B10**

Titled: Land Combat Support System Test Specialist

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1,3, or 5, per Table 3-3

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
  - b. Have 2 years of experience in use of diagnostic test equipment similar to that used for land combat support systems and have formal training with the contractor who developed the Army's system.
  - c. Must be a U.S. Citizen.
- 

**MOS: 35D10**

Titled: Air Traffic Control Equipment Repairer

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience or combination of formal training and experience totaling 2 years, performing maintenance on Air Traffic Control (ATC) communications, navigational aide (NAVAID) and unit maintenance on COMSEC as well as on avionics equipment (checks and adjustments) associated with ATC systems. (In questionable cases contact the proponent at Ft Rucker, AL).
  - b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- 

**MOS: 35H10**

Titled: Test Measurement and Diagnostic Equipment (TMDE) Maintenance Support Specialist

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1,3, or 5, per Table 3-3

Have at least 2 years of experience or combination of formal training and experience totaling 2 years in operation, maintenance, and calibration of test, measurement, and diagnostic equipment.

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**MOS: 35L10**

Titled: Avionic Communications Equipment Repairer

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years experience, or combination of formal training and experience totaling 2 years, in repair of VHF and transistorized UHF, FM, and SSB Avionic communications equipment.



b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.

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**MOS: 35Q10**

Titled: Avionic Flight Systems Repairer

~~With later appointment to: SPC~~ Will enlist as: **E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of such Avionic navigation and associated ground equipment as marker beacons, radio direction finders, position fixers, airborne TACAN, and ground beacons.
  - b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- 

**MOS: 35R10**

Titled: Avionics Radar Repairer

~~With later appointment to: SPC~~ Will enlist as: **E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
  - b. Have 2 years of experience, or combination of formal training and experience totaling two years performing maintenance on terrain following avoidance, Doppler navigation and weather radars, station keeping radar altimeters, IFF, TACAN, and inertial navigation set.
  - c. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
  - d. Must be a U.S. Citizen.
- 

**MOS: 39E10**

Titled: Special Electrical Devices Repairer

~~With later appointment to: SPC~~ Will enlist as: **E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Have at least 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of special electrical devices such as infrared weapon sights, infrared binoculars, metascopes, searchlights, mine detectors, and lighting kits for marking aircraft glide angles and airdrop zones.

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**MOS: 42E10 91H10**

Titled: Optical Laboratory Specialist

~~With later appointment to: SPC~~ Will enlist as: **E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be a graduate of a State recognized 1-year course in opticianry or be licensed as optician.
  - b. Proficiency training required by paragraph 3-9 must be performed under supervision of an NCO qualified in MOS 42E or an Optometrist (AOC 68K).
- 

**MOS: 42E20 91H20**

Titled: Optical Laboratory Specialist

~~With later appointment to: SGT~~ Will enlist as: **E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have at least 1 year of experience after graduation from State-recognized 1-year course in opticianry or 1 year experience after receipt of license as optician.
  - b. Proficiency training required by paragraph 3-10 must be performed under supervision of an NCO qualified in MOS 42E or an Optometrist (AOC 68K).
- 

**MOS: 43M10**

Titled: Fabric Repair Specialist

~~With later appointment to: SPC~~ Will enlist as: **E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Have at least 2 years of experience as tailor, sewing machine operator, or repairer of clothing, textile, canvas, or webbed items.

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**MOS: 44B10**

Titled: Metal Worker

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Have at least 2 years of experience, or combination of formal training and experience totaling 2 years, as metal body repairer.

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**MOS: 44E10**

Titled: Machinist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as a machinist.

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**MOS: 45B10**

Titled: Small Arms Repairer

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Have at least 2 years of experience or combination of formal training and experience totaling 2 years, as a firearms gun examiner, firearms assembler, or gunsmith.

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**MOS: 46Q10**

Titled: Journalist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
  - b. Type minimum speed of 20 words per minute.
  - c. Have 2 years of experience as public relations person, newspaper reporter, or editor, or possess BA degree in journalism.
  - d. Successfully complete 10-week journalism course.
  - e. Must have a valid State motor vehicle license.
- 

**MOS: 46R10**

Titled: Broadcast Journalist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
  - b. Type minimum speed of 20 words per minute.
  - c. Have 2 years of experience as paid employee on production staff of licensed radio or television station.
  - d. Successfully complete 10-week broadcasting course.
  - e. Pass voice audition before enlistment.
  - f. Must have a valid State motor vehicle license.
- 

**MOS: ~~54B40~~ 21W10**

Titled: Carpentry and Masonry Specialist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Have at least 2 years of experience and be certified as Civil Service-rated carpenter or mason, WB-7, or have 2 years of experience and be apprentice member of United Brotherhood of Carpenters and Joiners of America.

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**MOS: ~~51K10~~ 21K10**

Titled: Plumber

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Have at least 2 years of experience, or combination of formal training and experience totaling 2 years, as a plumber or pipe fitter helper installing and repairing pipe systems, plumbing fixtures, and equipment.

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**MOS: ~~51M10~~ 21M10**

Titled: Firefighter

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years of full-time experience as a member of an aircraft crash/rescue crew.

**MOS: ~~51R10~~ 21R10**

Titled: Interior Electrician

With later appointment to: SPC

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years of experience and be certified as Civil Service rated electrician, WB-8, or have 2 years of experience and be an apprentice member of International Brotherhood of Electrical Workers, or equivalent.

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**MOS: 52C10**

Titled: Utilities Equipment Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years experience, or combination of formal training and experience totaling 2 years, as utilities equipment repairer.

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**MOS: 52D10**

Titled: Power Generator Equipment Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Have at least 2 years of experience, or combination of formal training and experience totaling 2 years, as powerhouse mechanic, power plant mechanic, or gas-turbine/power plant mechanic.

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**MOS: ~~52G10~~ 21Q10**

Titled: Transmission and Distribution Specialist

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met: Have 2 years of experience and be certified as a Civil Service-rated electrician WB-8, or have 2 years of experience in the installation of electrical transmission and distribution systems and exterior services and be an apprentice member of the International Brotherhood of Electrical Workers, or its equivalent.

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**MOS: 57E10**

Titled: Laundry and Shower Specialist

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3 or 5, per Table 3-3

The following criteria must be met: Have 2 years of experience in laundry working, dryer operation, or washer operation.

---

**MOS: 62B10**

Titled: Construction Equipment Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5

The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in maintenance and repair of gasoline, diesel, or electrical-powered engineer construction and associated equipment and be certified as Civil Service-rated Construction Equipment Repairman, WB-10, or have 2 years of experience and be apprentice member of operating Engineers, AFL-CIO, or equivalent.

---

**MOS: 62E40 21E10**

Titled: Heavy Construction Equipment Operator

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience as operator of crawling or wheeled tractors, graders, or loaders and be certified as Civil Service-rated Heavy Construction Equipment Operator, WB-10, or have 2 years of experience and be apprenticed member of International Union of Operating Engineers, AFL-CIO.
  - b. Have valid State motor vehicle license.
- 

**MOS: 62F40 21F10**

Titled: Crane Operator

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have at least 2 years of experience as crane or terrain forklift operator and be certified as Civil Service-rated crane operator, WB-9, or 2 years of experience and be apprentice member of International Union of Operating Engineers, AFL-CIO.
  - b. Have valid State motor vehicle license.
- 

**MOS: 62G40 21G10**

Titled: Quarrying Specialist

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years of experience, or combination of formal training and experience totaling 2 years, in operation of quarry machinery.

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**MOS: 62H40 21V10**

Titled: Concrete and Asphalt Equipment Operator

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience or combination of formal training and experience totaling 2 years, in concrete or asphalt paving operations.
  - b. Have valid State motor vehicle license.
- 

**MOS: 62J40 21J10**

Titled: General Construction Equipment Operator

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operation of general construction machines.
  - b. Have valid State motor vehicle license.
- 

**MOS: 63B40 63X10**

Titled: Light Wheel Vehicle Mechanic

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as auto, truck, or diesel mechanic.

- b. Have, or be able to satisfy requirements for, operator's permit for equipment assigned.

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**MOS: ~~63G40~~ 63H10**

Titled: Fuel and Electrical Systems Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years experience, or combination of formal training and experience, totaling 2 years, in the automotive fuel and electrical systems.

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**MOS: ~~63H40~~ 63X10**

Titled: Track Vehicle Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years experience, or combination of formal training and experience totaling 2 years, in repair and overhaul of engines, powertrain, and chassis components of wheel and track vehicles and material handling equipment.

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**MOS: ~~67N40~~ 15M10**

Titled: UH-1 Helicopter Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- Have 2 years experience, or combination of formal training and experience totaling 2 or more years in the repair of Bell Model 204 or Bell Model 205 helicopters.
- Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- All documents must be forwarded through **NGB-AVS** to the Aviation Proponent for approval **prior** to the award of the MOS. Process of packet in accordance with Aviation Proponent web site: [http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

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**MOS: ~~67T40~~ 15T10**

Titled: UH-60 Helicopter Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- Have 2 years experience, or combination of formal training and experience totaling 2 or more years, in the repair of Sikorsky Model S-70 helicopters.
- Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
- All documents must be forwarded through **NGB-AVS** to the Aviation Proponent for approval **prior** to the award of the MOS. Process of packet in accordance with Aviation Proponent web site: [http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

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**MOS: ~~67U40~~ 15U10**

Titled: CH-47 Helicopter Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- Have 2 years experience, or a combination of formal training and experience totaling 2 years, in the repair of Boeing Vertol Model 14 or Boeing Vertol Model 234 helicopters.
- Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, transportation of depressant or stimulant drugs or substances.
- All documents must be forwarded through **NGB-AVS** to the Aviation Proponent for approval **prior** to the award of the MOS. Process of packet in accordance with Aviation Proponent web site: [http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

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**MOS: ~~68B40~~ 15B10**

Titled: Aircraft Power plant Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- Have proper Federal Aviation Administration (FAA) license for repair and overhaul of aircraft power plants.

- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- c. All documents must be forwarded through **NGB-AVS** to the Aviation Proponent for approval **prior** to the award of the MOS. Process of packet in accordance with Aviation Proponent web site: [http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .
- 

**MOS: ~~68D10~~ 15D10**

Titled: Aircraft Powertrain Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- Have proper FAA license for repair and overhaul of aircraft powertrains.
  - Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- 

**MOS: ~~68H10~~ 15H10**

Titled: Aircraft Pneudraulics Repairer

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- Have proper FAA license for repair and overhaul of aircraft hydraulic systems.
  - Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
  - All documents must be forwarded through **NGB-AVS** to the Aviation Proponent for approval **prior** to the award of the MOS. Process of packet in accordance with Aviation Proponent web site: [http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .
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**MOS: ~~68N10~~ 15N10**

Titled: Avionic Mechanic

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- Be eligible for security clearance under AR 380-67.
  - Have 2 years of experience, or combination of formal training and experience totaling 2 years, performing maintenance on communications, navigation, and flight control equipment, installed in aircraft and supporting ground-based Avionic equipment.
  - Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
  - Must be a U.S. Citizen.
  - All documents must be forwarded through **NGB-AVS** to the Aviation Proponent for approval **prior** to the award of the MOS. Process of packet in accordance with Aviation Proponent web site: [http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .
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**MOS: ~~71G10~~ 91G10**

Titled: Patient Administration Specialist

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- Have 1-year training or experience or a combination of 1-year training and experience in medical terminology, medical administration, and management of medial records in a health care setting.
  - Proficiency training required by paragraph 3-24, must be performed under supervision of an NCO qualified in MOS 71G or a Patient Administration Officer (AOC 67E).
  - Be able to type 20 WPM.
- 

**MOS: ~~76J10~~ 91J10**

Titled: Medical Supply Specialist

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 2, 4 or 5, per Table 3-3

The following criteria must be met:

- Have 1-year experience in manual or automated stock control procedures, medical material warehousing, inventory procedures, quality control of medical items and manual or automated property control procedures.
- Proficiency training required by paragraph 3-24 must be performed under supervision of an NCO (SSG or above) qualified in MOS 76J, or a Health Services Material Officer (AOC 67K).

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**MOS: 77L10 92L10**

Titled: Petroleum Laboratory Specialist

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years experience, or combination of formal training and experience totaling 2 years, as a petroleum refinery laboratory technician.

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**MOS: 77W10 92W10**

Titled: Water Treatment Specialist

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years experience or combination of formal training and experience totaling 2 years, in water treatment plant operations.

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**MOS: 81C10**

Titled: Cartographer

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years experience, or combination of formal training and experience totaling 2 years, as map draftsman.

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**MOS: 84L10 21L10**

Titled: Lithographer

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

Must have at least 2 years experience, or a combination of training and experience totaling 2 years, in photo-processing reproduction or lithographic offset press plate activities.

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**MOS: 82D10 21S10**

Titled: Topographic Surveyor

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

Must have 2 years experience, or combination of formal training and experience totaling 2 years, as a surveyor.

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**MOS: 88H10**

Titled: Cargo Specialist

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

Have 2 years of experience as longshoreman.

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**MOS: 88K10**

Titled: Watercraft Operator

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience as watercraft crewmember.
  - b. Be certified by US Army Marine Qualification Division (MQD). Guidance counselors will call the MQD at Fort Eustis, VA (DSN: 927-4621/4622 or commercial (804) 878-4621 or 4622) and provide the applicant's qualifications to member of the MQD. The MQD will provide instructions for obtaining certification in accordance with AR 56-9, Surface Transportation Watercraft.
- 

**MOS: 88L10**

Titled: Watercraft Engineer

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1,3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operation and maintenance of such marine vessel items as generators, motors, electrical systems, ramp mechanisms, winches, pumps, and vessel piping systems.
- b. Be certified by US Army Marine Qualification Division (MQD). Guidance counselors will call the MQD at Fort Eustis, VA (DSN: 927-4621/4622 or commercial (804) 878-4621 or 4622) and provide the applicant's qualifications to member of the MQD. The MQD will provide instructions for obtaining certification in accordance with AR 56-9, Surface Transportation Watercraft.

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**MOS: 88M10**

Titled: Motor Transport Operator

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience as driver of vehicles rated at 5 tons and higher.
- b. Have a valid State motor vehicle license.

Note: The following MOSs have been deleted: 91B1O, 91B1ON3, 91B1ON9, 91B1OP1, 91B20P1, 91B1OP2, 91B1OP3, 91B20P3, 91B1OY6, 91B20Y6 and 91C20.

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**MOS: 91D10**

Titled: Operating Room Specialist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have 1-year experience as an operating room technician or have completed an operating room technician course of at least 12-week duration. The course curriculum must contain the following key elements: a supervised clinical practice of not less than 240 hours; basic science subjects to include surgical anatomy; principles and practices of sterilization; duties of the scrub technician; and duties of the circulator.
- b. Proficiency training required by paragraph 3-24 must be performed under the supervision of an Army Nurse Corps Officer or NCO (SSG or above) qualified in MOS 91D.

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**MOS: 91E10**

Titled: Dental Specialist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 2,4, or 6, per Table 3-3

The following criteria must be met:

- a. Have successfully completed a six-month course for dental assistants.
- b. Proficiency training required by paragraph 3-24 must be performed under supervision of a Dental Corps Officer or NCO qualified in MOS 91E.

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**MOS: 91E10N5**

Titled: Dental Laboratory Specialist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Successful completion of an American Dental Association Accredited Dental Laboratory Technician Program, or:
- b. Be a Certified Dental Technician (CDT) in complete dentures, partial dentures, crown and bridge.
- c. Have 3 years experience, or a combination of formal education and experience totaling 3 years, as a dental laboratory technician with experience in complete dentures, partial dentures, crown and bridge and orthodontics.
- d. Proficiency training required by paragraph 3-24 must be performed under supervision of a NCO qualified MOS 42D or a dental officer.

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**MOS: 91E20**

Titled: Dental Specialist



**With later appointment to: SGT Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have successfully completed a six-month course for dental assistants and have at least 2 ½ years of experience in chair-side assistant duties or possess certificate, diploma or associate or higher level degree, awarded for successful completion of a 2 year or longer course in dental hygiene.
- b. Proficiency training required by paragraph 3-24 must be performed under supervision of a Dental Corps Officer or NCO qualified in MOS 91E.

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**MOS: 91K10 (91K10Y1)**

Titled: Medical Laboratory Specialist

**With later appointment to: SPC Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have graduated within the previous 36 months from a Medical Laboratory Technical Training Program of at least 50 weeks in length, accredited by the Committee of Allied Health Education and Accreditation (CAHEA). (See NOTE below.) Documentation must include a copy of the school certificate, with original date not more than 3 years prior to enlistment, AND
- b. Certification within 36 months of enlistment as a medical Laboratory Technician by the Board Registry of the American Society of Clinical Pathologists, MLT (ASCP); OR, certification as a Medical Laboratory Technician by the Board of the American Medical Technologists, MLT (AMT), OR certification as a Clinical Laboratory technician by the national Certification Agency for Clinical Laboratory Personnel, CLT. Documentation must include a copy of the appropriate certificate, with original date not more than 3 years prior to enlistment.
- c. Proficiency training required by paragraph 3-10, AR 601-210, must be performed under supervision of a Clinical Laboratory Officer (AOC 71E), Laboratory Sciences Officer (AOC 67B), Pathologist (AOC 61U), Clinical Pathologist (AOC 61V), or a NCO (SSG or above) qualified in MOS 91K.

NOTE: For a list of CAHEA-accredited schools, see the latest edition (published yearly) of the Allied Health Education Directory, American Medical Association (AMA), Chicago, IL.

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**MOS: 91K20M2**

Titled: Cytology Specialist

**With later appointment to: SGT Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have earned an Associate Degree in a laboratory science, or medical technology from an accredited institution AND:
- b. Have graduated within 36 months of enlistment from a School of Cytotechnology accredited by the Committee on Allied Health Education and Accreditation (CAHEA); or
- c. Be certified within 36 months of enlistment as a cytotechnologist by the Board of Registry of the American Society of Clinical Pathologist.
- d. Documentation of the Associated degree requires an official transcript from the degree-granting institute. A certified copy of documentation of certification by ASCP or graduation from CAHEA-accredited School of Cytotechnology is required.

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**MOS: 91K20P9**

Titled: Biological Science Assistant

**With later appointment to: SGT Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have a Bachelors degree with specialization in biology, chemistry, toxicology, physiology, organic chemistry, physics, microbiology, zoology, parasitology, pharmacology, biochemistry, or other related physical science, or medical allied science.
- b. Be certified as a Medical Laboratory Technician (MLT), or Medical technologist (MT), by the Board of Registry of the American Society of Clinical Pathologist (ASCP); or certified as a Medical Laboratory Technician (MLT) or Medical Technologist (MT) by the Board of the American Medical Technologist (AMT); or certified as a Clinical Laboratory Specialist (CLS) by the National Certification Agency for Clinical Laboratory Personnel (NCA). Documentation must include a copy of the appropriate certificate.
- c. Be approved for enlistment in this MOS by the Chief, Health Services Branch (TAPC-EPM-H), PERSCOM (COMM: (703) 325-8034 DSN: 221-8034). Guidance counselor will call and record specific assignment instructions as well as obtain approval prior to enlistment.
- d. Successfully complete the proficiency training required at the location of the assigned research project according to paragraph 3-10.
- e. Foreign transcripts must be evaluated prior to contacting PERSCOM.

Note: Enlistment grade will be Specialist E4, due to the applicant having a bachelor's degree, cite Chapter 2 as the enlistment grade authority.

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**MOS: 91M10**

Titled: Hospital Food Service Specialist

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience, or a combination of formal training and experience totaling 2 years, in preparing hospital meals, special foods, formulas, and nourishment's, or be a graduate of an approved dietetic assistant or dietetic technician program.
  - b. Successfully complete 92G10 (Food Service Specialist) course.
  - c. Proficiency training required by paragraph 3-24 must be performed under supervision of a Hospital Dietitian (AOC 65C).
- 

**MOS: 91P10**

Titled: X-Ray Specialist

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have successfully completed a CAHEA approved radiography program, the documented equivalent, or be certified/registered in medical radiography (X-ray Technology) by American Registry of Radiological Technologist (ARRT), or American Registry of Clinical Radiological Technologist (ARCRT) or a State credentialing agency.
  - b. Proficiency training required by paragraph 3-24 must be performed under supervision of a Radiologist (AOC 61Q, 61R or 61S) or a NCO qualified in MOS 91P.
- 

**MOS: 91P20**

Titled: X-Ray Specialist

~~With later appointment to: SGT Will enlist as: E-4/SPC~~

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have 1 year experience after completing a CAHEA approved radiography program, or the documented equivalent, or have 1 year experience after being certified/registered in medical radiography (X-ray Technology) by American Registry of Radiological Technologist (ARRT), or American Registry of Clinical Radiological Technologist (ARCRT) or a State credentialing agency.
  - b. Proficiency training required by paragraph 3-24 must be performed under supervision of a Radiologist (AOC 61Q, 61R or 61S) or a NCO qualified in MOS 91P.
- 

**MOS: 91Q10**

Titled: Pharmacy Specialist (see notes)

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists.
  - b. If employed as a Pharmacy Technician in a State that requires licensure or certification, possesses such a current license or certificate to practice.
  - c. Proficiency training required by paragraph 3-10 must be performed under supervision of a Pharmacy Officer (AOC 68H) or a NCO qualified in MOS 91Q. (See Note 2).
- 

**MOS: 91Q20**

Titled: Pharmacy Specialist (see notes)

~~With later appointment to: SGT Will enlist as: E-4/SPC~~

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be a graduate of an accredited college of pharmacy, or have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists and have 1 year experience as a pharmacy technician.
- b. If employed as a Pharmacy Technician in a state that requires licensure or certification, possess such a current license or certificate to practice.
- c. Proficiency training required by paragraph 3-24 must be performed under supervision of a Pharmacy Officer (AOC 68H) or a NCO qualified in MOS 91Q. (See Note 2).

**MOS: 91T10**

Titled: Animal Care Specialist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be a graduate of a 2-year animal/veterinary technician program accredited by the American Veterinary Medical Association.
  - b. Proficiency training required by paragraph 3-24 must be performed under supervision of a Veterinary Corps Officer or a NCO qualified in MOS 91T.
- 

**MOS: 91V20**

Titled: Respiratory Specialist

~~With later appointment to:~~ **SGT Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Have graduated from an accredited program or a program holding a Letter of Review from the Joint Review Committee for Respiratory Therapy Education or be certified as a Respiratory Therapist by the National Board for Respiratory Care. [Phone (817) 283-2835 to validate accreditations/Memorandum of Review of training programs.] Those who enlist more than two years following graduation or certification must have been employed within the past 24 months in the respiratory therapy field and present a letter from their current or more recent respiratory therapy supervisor stating that they are competent.
  - b. Proficiency training required by paragraph 3-24 must be performed under supervision of a Medical Corps Officer, a civilian Registered Respiratory Therapist or a NCO qualified in MOS 91V.
  - c. Persons enrolled in an approved program, having satisfactory academic standings, with reasonable assurance of successfully completing the course, may be enlisted for this MOS option when they are within 6 months of graduation. Individuals must successfully complete the respiratory therapist course, receive State license, and satisfy training requirements of the ACASP to be qualified for the award of MOS 91V20 and accelerated appointment to pay grade E5. Failure to satisfy any of these requirements will result in MOS redesignation. Individual then would be required to complete appropriate training for award of redesignated MOS, and subsequent promotions above pay grade E3 will be under the provisions of chapter 11. (Entry grade for this MOS will be Specialist.)
- 

**MOS: 91W10**

Titled: Health Care Specialist

With later appointment to: **Will enlist as: E-4/SPC**

*(Note: Applicants will be enlisted in pay grade E-4 and later promoted through normal promotion procedures)*

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Must be nationally registered as an Emergency Medical Technician (EMT) "B", "I", or "P".
  - b. Will be accelerated to the seventh week of MOS 91W Advanced Individual Training (AIT) course for award of the MOS.
- 

**MOS: 92G10**

Titled: Food Service Specialist

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in preparing meals in commercial or institutional activities. Does not include work experience in fast food franchise or similar operation.
- b. Must have valid State motor vehicle license.

**MOS: 93C4Q 15Q10**

Titled: Air Traffic Control (ATC) Operator

~~With later appointment to:~~ **SPC Will enlist as: E-4/SPC**

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Meet Army Class II medical fitness standards in AR 40-501.
- b. Have FAA control tower operator's certificate and control tower facility training.
- c. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- d. All documents must be forwarded through **NGB-AVS** to the Aviation Proponent for approval **prior** to the award of the MOS. Process of packet in accordance with Aviation Proponent web site: [http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm).

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**MOS: 96B1O**

Titled: Intelligence Analyst

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be eligible for Top Secret security clearance under AR 380-67.
  - b. Meet additional requirements for MOS under AR 614-200.
  - c. Must have completed a minimum of 2 years of accredited college studies in either political science, journalism, psychology, computer science, or geology; or minimum of 2 years of experience with State or US Government in the field of intelligence analyst or related field.
  - d. Successfully complete resident Intelligence Analyst Course (96B) at USAICS within 18 months of initial enlistment.
  - e. Must be an U.S. Citizen.
  - f. No record of conviction by court-martial.
  - g. No record of conviction by civil court other than minor traffic.
- 

**MOS: 96D1O**

Titled: Imagery Analyst

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 1, 3, or 5, per Table 3-3

The following criteria must be met:

- a. Be eligible for Top Secret clearance under AR 380-67.
  - b. Meet additional requirements for MOS under AR 614-200.
  - c. Have near vision correctable to approximately 14/14 (inches), distant vision correctable to 20/20 standard Snellen, normal stereoscopic acuity, with or without correction (tested on stereoscopic instrument).
  - d. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as topographic surveyor, topographic draftsman, photogrammetrist, geologist, cartographic aide, or aerial photography interpreter.
  - e. Must be an U.S. Citizen.
  - f. No record of conviction by court-martial.
  - g. No record of conviction by civil court other than minor traffic.
- 

**MOS: 97B1L**

Titled: Counter Intelligence Agent (Linguist only)

~~With later appointment to: SGT Will enlist as: E-4/SPC~~

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be eligible for Top Secret security clearance with eligibility for access to Special Compartment Information under AR 380-67.
  - b. Meet additional requirements of MOS under DA PAM 611-21 and 614-200.
  - c. Must meet all requirements of Table 9-1, AR 601-210.
  - d. Have listening and reading comprehension of at least "2" in needed language as reflected on REQUEST program "Quals". Language proficiency testing will be accomplished at MEPS under AR 601-270 for applicants who claim proficiency in requested foreign language and meet above requirements.
  - e. Minimum age of 21.
  - f. Must be able to speak English without objectionable accent or impediment. Must have a qualifying score on the English Language Comprehension Test (ECLT 7200L or its replacement).
  - g. Successfully complete the Counter Intelligence Agent course.
  - h. Special instructions are as follows:
    - (1) Requirements for MOS 97B1L will be reflected on REQUEST program "Quals".
    - (2) Persons who enlist through this program will not receive language training. On the Annex to DD Form 4, NGB Form 594, guidance counselors will complete the statement to indicate enlistee's language. (Example: "I understand that my civilian acquired skill as a Spanish linguist, MOS 97B1LLA, will be recognized upon enlistment and...").
    - (3) The MOS Code (MOSC), to include proper language identifier, will be entered as shown above.
  - i. Must be an U.S. Citizen.
  - j. No record of conviction by court-martial.
  - k. No record of conviction by civil court other than minor traffic.
- 

**MOS: 97E1L**

Titled: Interrogator

~~With later appointment to: SPC Will enlist as: E-4/SPC~~

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
  - b. Meet additional requirements for MOS under AR 614-200.
  - c. Have reading and listening comprehension of at least "2" in needed foreign language under AR 611-6. Language proficiency testing will be accomplished at MEPS under AR 601-270 for applicants who claim proficiency in needed foreign language and meet above requirements.
  - d. Successfully complete Voice Interrogator Course.
  - e. Special instructions are as follows:
    - (1) Persons who enlist through this program will not receive language training. On the Annex to DD Form 4, NGB Form 594, guidance counselors will complete the statement to indicate enlistee's language. (Example: "I understand that my civilian acquired skill as a Korean linguist, MOS 97E1LKP, will be recognized upon enlistment and...").
    - (2) The MOSC, to include proper language identifier, also will be entered as shown above.
  - f. Must be an U.S. Citizen.
  - g. No record of conviction by court-martial.
  - h. No record of conviction by civil court other than minor traffic.
- 

#### **MOS: 97L**

Titled: Translator/Interpreter

**With later appointment to: SGT Will enlist as: E-4/SPC**

Options 2,4, or 6, per Table 3-3

The following criteria must be met.

- a. A security clearance of SECRET.
  - b. Meet the additional requirements of MOS under AR 614-200 and DA PAM 611-21.
  - c. Defense Language Proficiency Test (DLPT) comprehension rating of at least L2-R2 in a foreign language.
  - d. Special instructions are as follows:
    - (1) Persons who enlist through this program will not receive language training. On the Annex to DD Form 4, NGB Form 594, guidance counselors will complete the statement to indicate enlistee's language. (Example: I understand that my civilian acquired skill as a Korean linguist, MOS 97L1LKP, will be recognized upon enlistment and...).
    - (2) The MOSC to include proper language identifier will be entered as shown above.
  - e. Must be a U.S. Citizen.
  - f. No record of conviction by court martial.
  - g. No record of conviction by a civil court other than minor traffic violations.
- 

#### **MOS: 98G1L**

Titled: Voice Interceptor (Cryptologic Linguist. This title will change for the AC in 30 SEP 05 and 30 SEP 06 to Cryptologic Communications Interceptor/Locator)

**With later appointment to: SGT Will enlist as: E-4/SPC**

Options: 2, 4, or 6, per Table 3-3

The following criteria must be met:

- a. Be eligible for Top Secret security clearance with eligibility for access to Special Compartmented Information under AR 380-67.
  - b. Meet additional requirements of MOS under DA PAM 611-21 and 614-200.
  - c. Must meet all requirements of AR 601-210, Table 9-25.
  - d. Have listening and reading comprehension of at least "2" in needed foreign language in AR 611-6. Language proficiency testing will be accomplished at MEPS under AR 601-270 for applicants who claim proficiency in needed foreign language and meet above requirements.
  - e. Successfully complete Voice Interceptor (Cryptologic Linguist (see Title above)) Course.
  - f. Special instructions are as follows:
    - (1) Persons who enlist through this program will not receive language training. On the Annex to DD Form 4, NGB Form 594, guidance counselors will complete the statement to indicate enlistee's language. (Example: "I understand that my civilian acquired skill as a Korean linguist, MOS 98G1LKP, will be recognized upon enlistment and...").
    - (2) The MOSC, to include proper language identifier, also will be entered as shown above.
  - g. Must be an U.S. Citizen.
  - h. No record of conviction by court-martial.
  - i. No record of conviction by civil court other than minor traffic.
-

**ASIs for Army Band MOS 42R** (Skill level one)

**To qualify for ASI: 9B**

Titled: Cornet/Trumpet Player

**To qualify for ASI: 9C**

Titled: Baritone/Euphonium Player

**To qualify for ASI: 9D**

Titled: French Horn Player

**To qualify for ASI: 9E**

Titled: Trombone Player

**To qualify for ASI: 9F**

Titled: Tuba Player

**To qualify for ASI: 9G**

Titled: Flute/Piccolo Player

**To qualify for ASI: 9H**

Titled: Oboe Player

**To qualify for ASI: 9J**

Titled: Clarinet Player

**To qualify for ASI: 9K**

Titled: Bassoon Player

**To qualify for ASI: 9L**

Titled: Saxophone Player

**To qualify for ASI: 9M**

Titled: Percussion Player

**To qualify for ASI: 9N**

Titled: Keyboard Player

**To qualify for ASI: 9T**

Titled: Guitar Player

**To qualify for ASI: 9U**

Titled: Electric Bass Guitar Player

**Will enlist as SPC/E-4**

Options: 1, 3, and 5, per Table 3-3

Meet criteria and bandperson technical proficiency requirements contained in Table 3-2.

---

**Table 3-2**

**Army Bands Enlistment Option**

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**Line: 1**

Item: Name of Option

Comment: ARNG Bands Enlistment Option

---

**Line: 2**

Item:

Description of option

Comment:

- a. Assignment to an ARNGUS Band
  - b. Accelerated appointment to advanced pay grade without regard to time in grade and time in service requirements.
  - c. ~~Entry on IADT for training in pay grade E-4.~~ **Will enlist as: E-4/SPC**
- 

**Line: 3**

Item: Available to

Comment: PS and NPS applicants qualified for enlistment in the ARNGUS, who meet criteria for CASP as modified by this table.

---

**Line: 4**

Item: Prerequisites that must be met before enlistment

Comment:

- a. Meet basic eligibility criteria for enlistment as prescribed in chapter 2.
- b. Meet eligibility criteria for enlistment in CASP as prescribed by Table 3-1.

c. Meet additional requirement of passing qualifying audition in the band MOS for which enlisting. Qualifying audition must be administered by an authorized auditioner as defined in line 7 of this table.

---

**Line: 5**

Item: Prerequisites that must be met after enlistment

Comment:

- a. Successfully complete 13 weeks IADT training consisting of 9 weeks of BCT and 4 weeks of proficiency training at the School of Music. Start date of proficiency training must be within 12 months of BCT graduation date.
  - b. Qualify for retention in bands-man assignment by satisfactory performance of duty and technical competence as determined by the bandmaster of unit to which assigned.
  - c. Satisfactory attendance with assigned band at all scheduled training assemblies and AT periods during period of assignment to the band.
- 

**Line: 6**

Item: Information to applicants

Comment: Applicant will be informed of previous five items and will be:

- a. Oriented on duties associated with enlistment MOS as outlined in DA PAM 611-21.
  - b. Advised that appointment to accelerated grade is contingent on all of the following:
    - (1) Successful completion of all required training.
    - (2) Recommendation by the Bandmaster based on person's demonstrated duty performance for a period of at least 20 unit-training assemblies.
    - (3) Unit vacancy in grade and MOS in which promotion is anticipated.
  - c. Advised that failure to complete BT successfully may result in separation from ARNGUS.
  - d. Advised that failure to demonstrate technical competence, or perform satisfactorily during proficiency training period, could result in delay or denial of promotion, classification and assignment into CASP MOS and position.
- 

**Line: 7**

Item: Option processing procedures

Comment:

- a. If applicant is otherwise eligible for enlistment, interview applicant to determine eligibility for enlistment under this option.
- b. Ensure that applicant is aware of provisions of line 5 and 6 of this table.
- c. Arrange date and time for audition of applicant as described below.
- d. Audition procedures for all band members are defined in the Auditions Standards Manual, (MUSCOLINST 1300.1, Code 1), prepared by the Department of the Navy, School of Music, Naval Amphibious Base Little Creek, Norfolk, VA, 23521-5240.
  - (1) Copies of audition standards manual can be obtained by contacting Department of Training Development, (DOTD) Ft. Story, Virginia, ATTN: ATSG-SM-TD; DSN 438-7518 or 438-7363; COMM 757-422-7528 or 757-422-7363.
  - (2) Auditions will be conducted personally by Bandmasters or Staff Band Officers unless an exception is granted by Commandant, U.S. Army Element, School of Music (USAESOM). Army National Guard Bandmasters are only authorized to audition for Reserve Component bands and not Active Component bands unless certified by the Commandant, USAESOM.
  - (3) Audition materials are shown below:
    - (a) Solo (selected by auditionee) in Grade 3 or higher, prepared for performance.
    - (b) Perform scales to a 2.3 level IAW the Audition Standards Manual.
    - (c) Sight-read material selected by the auditioner IAW the Audition Standards Manual.
  - (4) Audition results are as follows: minimum audition score to qualify for enlistment in MOS 02B through 02M, 02T and 02U is a score of 2.3 on a 4.0 scale as prescribed by the Audition Standards Manual.
  - (5) SOM Form 1230 (Band Audition Report) will be used to record results of auditions. If applicant does not receive a qualifying score or qualifying audition, applicant will be so advised at time of audition.
  - (6) If applicant passes that audition and elects to enlist in the band MOS, authorized auditioner may issue a memorandum of certification and audition score. The memorandum will contain a statement either recommending or not recommending applicant for enlistment under Table 3-3. A copy of the SOM form 1230 (Band Audition Report) will be attached to this memorandum. Distribution of the memorandum of certification will be as follows:
    - (a) Original and one copy will be forwarded to responsible career counselor. (Original and copy will not be hand-carried to career counselor by the applicant.)
    - (b) One copy will be forwarded to applicant.
    - (c) One copy will be forwarded to AG.
- e. Accelerated promotion to ~~SPC~~ or SGT will be at the discretion of the promotion authority based on a memorandum of recommendation issued by the Bandmaster and contingent on availability of a position vacancy in rank and MOS in which recommended. Authority for the accelerated promotion will be this table.

---

**Line: 8**

Item: Statement of enlistment

Comment: NGB Form 594 (Civilian Acquired Skills Program Agreement Army National Guard) will be completed for all applicants under this option.

---

**Line: 9**

Item: Record entries and orders

Comment:

a. For applicants required to enter on IADT, orders will be prepared using Format 260 (AD/ADT for 89 days or less) or Format 261 (ADT for 90 days or more), AR 310-10. Orders will contain "ARNGUS Bands Option, Table 3-2, NGR 600-200, as the response to the "Auth" lead line.

b. In Section VI, DD Form 1966, enter proper statement from one of the following:

(1) Enter for ARNGUS Bands Option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BT and proficiency training on IADT (minimum 12 weeks) and return to unit. (Table 3-3, Option 1.)

(2) Enter for ARNGUS Bands Option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BT and prerequisite AIT and return to unit. (Table 3-3, Option 2, 4, or 6.)

(3) Enter for ARNGUS Bands Option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BT or IADT and 48 hours of proficiency training during IDT. (Table 3-3, Option 3 or 5.)

(4) Enlisted for ARNGUS Bands Option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BT (2 weeks IADT plus 32 hours IDT) and 80 hours of proficiency training during IDT. (Table 3-3, Option 4.)

(5) Enlisted for ARNGUS Bands Option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BT (if required) and return to unit. (Table 3-3, Option 5.)

(6) Enlisted for ARNGUS Bands Option for CASP MOS (specify) in pay grade (specify). (Table 3-3, Option 6.)

c. In item 32, DD Form 1966, enter "ARNGUS Bands (CASP) Table 3-3, NGR 600-200."

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**TABLE 3-3****ARNG CASP Enlistment Training Options** (continued)

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**Option 1**

Available to: NPS

Training Requirement: 9 weeks of BT followed by 4 weeks applicable training during IADT.

Initial active duty for Training: 13 consecutive weeks, unless it affects college entry scholarships or band camp.

Minimum promotion eligibility period: 3 months (See note 1)

**Option 2**

Available to: NPS

Training Requirement: 9 weeks of BT followed by prerequisite training required by MOS (; in addition, IDT prerequisite required by MOS, mostly medical MOS's)

Initial active duty for Training: Minimum period depends on the length of prerequisite training, but not less than 13 consecutive weeks.

Minimum promotion eligibility period: 5 months: (See notes 1 & 2)

**Option 3**

Available to: GNPS applicants who require BT

Training Requirement: 9 weeks of BT plus time in reception station. ~~Applicants who have not completed 6 or 8 weeks of Army or Marine Corps Basic Combat Training will also be required to attend WTC. (see para 2-20d)~~

Initial active duty for training: 13 weeks consecutive

Minimum promotion eligibility period: (See notes 1 & 3)

**Option 4**

Available to: GNPS applicants who require BT and prerequisite training

Training Requirement: 9 weeks of BT followed by prerequisite training required by MOS. ~~Applicants who have not completed 6 or 8 weeks of Army or Marine Corps Basic Combat Training will also be required to attend WTC. (see para 2-20d)~~

Initial active duty for training: Minimum period depends on length of prerequisite training if completed during IADT.

Minimum promotion eligibility period: (See notes 1 & 3)



**Option 5**

Available to: PS applicants who have completed IADT and have been awarded an MOS

Training Requirement: **Applicants who have not completed 6 or 8 weeks of Army or Marine Corps Basic Combat Training will also be required to attend WTC. (see para 2-20d)**

Initial active duty for Training: None

Minimum promotion eligibility period: (May enlist with grade authorized by Table 3-1. (See note 3)

**Option 6**

Available to: PS applicants who require prerequisite training

Training Requirement: Prerequisite training required by MOS. **Applicants who have not completed 6 or 8 weeks of Army or Marine Corps Basic Combat Training will also be required to attend WTC. (see para 2-20d)**

Initial active duty for training: Minimum period depends on length of prerequisite training

Minimum promotion eligibility period: (See note 3)

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**NOTES:**

1. Minimum promotion eligibility period is established from the time Soldier enters on IADT or begins proficiency training, whichever is earlier. However, all training must be completed prior to accelerated promotion.

2. Minimum promotion eligibility period shown is based on average 8-week prerequisite MOS training requirement during IADT. Promotion cannot be affected until successful completion of all required training.

3. If Soldier is required to complete BT (BT requirement not satisfied during previous military service); or to undergo prerequisite MOS training; or combination of both; then IADT period, training requirement, and minimum eligibility would depend on length of required training. Soldier would be eligible for promotion to accelerated grade on release from IADT, return to unit, and successful completion of all required training.

## **Chapter 4**

### **Initial Active Duty for Training (IADT)**

#### **4-1. Scope**

- a. This memorandum prescribes policies and procedures for IADT. This memorandum is effective immediately upon receipt and supersedes the policies set forth in Chapter 4, NGR 600-200. For the purpose of this policy, Initial Entry Training (IET) is synonymous with IADT.
- b. The provisions of AR 135-200, Chapter 5 apply in addition to policy and procedures prescribed by this chapter.
- c. IADT for ROTC cadets is IAW AR 140-9.

#### **4-2. Responsibilities**

- a. NGB will establish fiscal year training requirements by MOS based upon the total manpower program projected for input to training requirements.
- b. Headquarters Human Resources Command (HRC) (formerly PERSCOM) enters ARNGUS training requirements into REQUEST. REQUEST will be used to make training reservations for enlistees requiring IADT. HQ HRC is responsible for resolution of any IADT reservation problems that may be encountered by REQUEST.
- c. State AG's will manage the IADT program to ensure that all enlistees requiring IADT are properly processed, to include obtaining a valid training reservation in an MOS appropriate for the unit for which enlisted and within the established time frame.
- d. ARNGUS MEPS Guidance Counselors (GC) will ensure proper processing of enlistees at MEPS in accordance with ARNGUS, MEPS, and State policies and procedures. Additionally, the GC will obtain initial training reservations through REQUEST for all (NPS/Split Option 1). The NPS/Split Option 2 reservations will be made once the GC has confirmed from the DD Fm 220 that the applicant has completed Phase 1.
- e. ARNGUS Training Center liaison noncommissioned officer (ARNGUS LNCO) is responsible for, but not limited to, the following:
  - (1) Completing personnel actions necessary to monitor arrival of trainees, and ensure adequacy of personnel, finance, health, dental, and clothing records. Obtaining missing pertinent documents by coordinating between the liaison NCO and the State IADT Manager or ARNGUS MEPS GC.
  - (2) Providing assistance to training center personnel and ARNGUS Soldiers in matters pertaining to personal assistance, hospitalization, new training starts, disciplinary actions, discharge actions, RRNCOs malpractice, line of duty (LOD) investigations, medical care, and other matters involving training problems.
  - (3) Maintaining contact with the training unit, installation administrative personnel, State AG, and NGB in order to resolve or preclude problems.
  - (4) Providing orientation programs and counseling to Soldiers as needed.
  - (5) Be responsive to training center personnel and the Directorate of Reserve Components as the most knowledgeable source of ARNGUS policies and procedures regarding the proper training and administration of Soldiers.
  - (6) The mandatory return date (MRD) will be established as the day before school starts or later. The only circumstance under which an MRD will be later than the day before school starts will be if the recruiter has arranged for a late school start with the Soldier's high school or college guidance counselor on split option training personnel.
  - (7) Coordinate with MEPS guidance counselors, state IADT managers, or any other state personnel as required to alleviate any administrative and/or contractual problems being experienced by Soldiers during IADT.

#### **4-3. Personnel ordered to IADT**

- a. All NPS, to include Glossary NPS applicants, except as noted below, enlisted in the ARNGUS will be ordered to IADT for a minimum of 13 weeks.
- b. NPS applicants to be trained under the split training option will complete a total of at least 13 weeks when both periods of BT and AIT are combined.
- c. Applicants enlisted for the (SMP) Simultaneous Membership Program, who are enrolled in Military Science III or MS IV at the time of enlistment, are not required to attend BT or AIT; see "d" below. Potential SMPs must enter basic training (Note: ROTC basic camp is not equivalent) NLT 270 days after enlisting.
- d. Former SMP cadets, retained as enlisted Soldiers, must complete BT and AIT with the training period(s) totaling at least 13 weeks. ROTC basic camp does not fulfill this requirement. Entry into IADT must be ASAP but NLT 180 days after leaving ROTC program. In cases when training may be delayed beyond 180 days, send request to state AG indicating when the Soldier can enter training and the justification for delay. This will document the Soldier's IADT requirement and be part of the Soldier's shipper file.
- e. Applicants must complete BT if not previously completed in an Armed Force. Prior service Coast Guard, regardless of the number of years of active duty, must complete AIT unless the unit commander determines the applicant meets an MOS standard. They are no longer required to attend Basic Training.
- f. Except for Phase I of the split training option, IADT will continue until the Soldier is MOS qualified or discharged. Soldiers should be told they do not have a guaranteed date of return from training.
- g. TRADOC Regulation 350-6, Appendix B, establishes policies for the Fitness Training Unit (FTU) and minimum physical standards. Soldiers awaiting IADT will be encouraged to initiate a personal physical training program to ensure that, upon shipment to their IADT, they will be able to accomplish established minimum physical standards.

h. ARNG Soldiers with MRDs, who are required to return to the state in less than 12 weeks after arrival in reception battalion, will not enter the FTU unless an adjusted MRD can be accomplished. The ARNG liaison NCO will accomplish this negotiation. Soldiers who cannot adjust their MRD will not be placed in the FTU. These Soldiers will be identified to the BCT/OSUT by the unit commander for special physical fitness training.

i. ARNG unit commanders must perform a diagnostic APFT on all personnel awaiting IADT. This should be accomplished as soon as possible after enlistment; to ensure those who fail to meet the minimum criteria are identified and given special assistance. Failure to meet minimum fitness standards is not a valid reason to delay training.

#### **4-4. Army training requirements and required entry periods**

a. All NPS applicants are required to complete Army basic training and advanced individual training (AIT) in total of no fewer than 13 weeks.

b. GNPS applicants who have not completed Army basic training and AIT must do so if not completed within their last period of service.

c. Applicants who have completed at least 14 months of the U.S. Military Academy are extended credit for Army basic training, but must complete AIT. The U.S. Military Academy Preparatory School does not count towards the 14 months.

d. Applicants who have attended the Naval or Air Force Academies must complete Army basic training and AIT.

e. Former members of the U.S. Navy, U.S. Marines Corps, U.S. Air Force and their reserve components, do not need to attend Army Basic Training provided they have completed a minimum of 6 or 8 weeks of military basic training (depending on the service). Those applicants who have not completed a minimum of 6 or 8 weeks of Army or Marine Corps basic training will be required to complete a Warrior Training Course as outlined in current NG guidance. PS applicants who are above the rank of SPC and are required to attend IADT will be administratively reduced to SPC for attendance of IADT, then restore to enlistment pay grade upon completion of training. Do not reduce Soldiers required to attend Warrior Training Course. Applicants enlisting for under the Warrant Officer Enlistment Option or Officer Candidate Enlistment Option ARE NOT required to attend WTC.

f. All U.S. Coast Guard applicants, regardless of the number of year's active duty they have served, must complete AIT unless the unit commander determines the applicant meets an MOS standard in accordance with DA Pam 611-21. Administratively reduce to SPC for attendance of Initial Active Duty for Training (IADT), then restore to enlistment pay grade upon completion of training. Those who completed Coast Guard initial entry training are not required to attend Army basic training.

g. All NPS enlistees must enter on IADT within **360 270** days of enlistment in so far as is practicable.

(1) **High school juniors currently in high school**, regardless of age, will under no circumstances be enlisted earlier than September of their junior year. The enlistment date will be within **270** days of the anticipated IADT attendance date. An approved waiver of the 270 days IADT attendance rule will not be used to authorize enlistment of high school juniors earlier than September.

(2) All other NPS applicants may delay entrance on IADT up to **365 360** days. Delays beyond 360 days require AG approval, however every effort must be made to have Soldiers DMOSQ within 24 months of enlistment. Delays beyond 24 months are prohibited by federal law.

h. See chapter 3 for Civilian Acquired Skills Program and enlistment options

i. Refer to AR 601-25, Table 2-1 for further clarification.

#### **4-5. Failure to report for or complete IADT**

a. Soldiers, who fail or refuse to report to IADT or Phase II, will be processed in accordance with AR 630-10.

b. Soldiers discharged from the Reserve of the Army during IADT and returned to State control must be discharged from their State status.

c. Soldiers who are sent home from training and not discharged by the Army may drill with pay until a new ship date is acquired and Soldier departs.

#### **4-6. Training Requirements of Split Training Option (STO) Soldiers**

a. The applicant for the split training option must understand the conditions of this option prior to enlistment. Especially that:

(1) Phase I order will contain a mandatory release date (MRD). There must be sufficient time for the Soldier to complete BT or 9 weeks of Phase I, plus 2 additional weeks of in processing upon reporting to the training center for a total of 11 weeks of training.

(2) Phase II orders will not contain a MRD. There are no pre-established completion dates for Phase II training.

**Soldiers will understand that they may have to forego a semester or more of college to comply with training requirements.** If a Soldier does not successfully complete training in his/her selected MOS, they may be ordered to train in another MOS based on the their qualifications and the needs of the ARNGUS. As a last resort, Soldiers may be returned to home station and be discharged from the ARNGUS.

**b. Soldiers must attend IDT before phase I (except for Soldiers listed as "Quick Ships") and will be assigned to a State Recruit Sustainment Program (RSP) from enlistment until their report date to BCT. Upon graduation from BCT Soldiers must attend IDT until their report date to AIT and will be assigned to a RSP to maintain the skills acquired at BCT. The RSP will ensure the soldier meets all criteria below in preparation for AIT. These Soldiers will not attend AT and will remain in a paid drilling status IAW (AR 135-91, chapter 3, and NGR 350-1). These Soldiers may drill periodically with their gaining unit to participate in high value field exercises or CTT**

training but must return to full-time drilling with the RSP at least 120 days before their scheduled AIT report date.

**c. Army Physical Fitness Test (APFT) standards must be maintained between Phase I and II. Soldiers must pass an APFT during their first week of AIT. Diagnostic APFT and height and weight monitoring will be administered on a monthly basis prior to shipping to Phase II while in the RSP.**

d. The ARNGUS MEPS GC will not make Phase II reservations until they have received a DD Fm 220 to show Phase I completion. Orders will not be published until the individual is within 60 days of reporting to Phase II.

e. Phase II Soldiers returning to AIT/Phase II must process through MEPS and will have

(1) A physical examination within 24 months of enlistment. Soldiers who fail to meet this requirement will be scheduled to obtain a physical and HIV testing prior to their scheduled report date for Phase II.

(2) All clothing items per CTA 50-900, Section 1 (see AR 700-84, chapter 5).

(3) All records from Phase I to include personnel, clothing, training, APFT, medical and dental [unit should verify with the DOD Central Panoraphic Storage Facility (DEERS Support Office, ATTN: Panoraph, 2100 Garden Road, B-2, Monterey, CA 93940-5387) and send the other copy to the phase II training installation].

(4) Meet the height and weight standards of AR 40-501, Table 2-1.

(5) Soldier will report in civilian clothes.

(6) At least \$50.00 for miscellaneous expenses.

(7) Appropriate running shoes for physical training.

(8) Latest promotion document.

(9) Current SF 1199A

(10) Original SSN Card

f. The Split Without AIT Reservation (SWAR) program on REQUEST will be monitored weekly to ensure that all Phase II reservations are made in a timely manner.

g. Soldiers will not be changed from STO to "through-ticket" or vice-versa without approval from NGB-ASM (ROC). Additionally, a Soldier's training MOS will not be changed between Phase I and II without coordination with NGB-ASM (ROC). MOS changes are only allowed under extenuating circumstances, such as unit reorganization, change of residence, interstate transfer, MOS restructuring, etc. Established IADT entrance control points remain in effect regardless of any MOS change. Aptitude area scores used for enlistment must also be used in determining qualifications for an alternate MOS. Authority to change an MOS is CNGB, ATTN: NGB-ASM (ROC). **Requests must be made in writing prior to the Soldier processing at MEPS or prior to making a Phase II reservation.**

#### **4-7. Buddy Platoon policy and procedures**

Buddy Platoon allocations and special instructions will be announced by message on a FY basis.

a. General guidelines:

(1) Each State should submit only realistic requirements for Buddy Platoons with the intent of filling them. No request may be submitted merely to secure training quotas.

(2) Buddy Platoon Soldiers must arrive at the training center at the same time and as a group.

(3) Records for Buddy Platoon Soldiers must be hand carried to the training center by the platoon escort.

(4) Buddy Platoon Soldiers will receive MEPS processing to include physical and moral screening within 72 hours preceding shipment to the training center.

(5) Buddy Platoons will be recruited as a platoon or group, sent to training as a platoon or group and train as a platoon at the training site. The purpose of the buddy platoon is continuity, cohesiveness, and morale. Training installations will not break a platoon or group apart. The only exception would be an individual held up in reception battalion for medical, moral or administrative reasons.

b. Buddy Platoon approval procedures:

(1) Only Phase I basic training seats are available. Platoons will not be recognized for "through ticket" training.

(2) Quotas will not be fenced for reception dates or specific MOSs. Each state will establish their own platoons using desired reception dates for basic training.

(3) States must enlist a minimum of 30 Soldiers or a maximum of 45 Soldiers to have a recognized platoon. All Soldiers from that state must have the same reception date and same location.

(4) States accomplishing the required fill will notify the REQUEST Operations Center (ROC) no later than 4 weeks prior to report date. The ROC will notify the training installation of the incoming buddy platoon.

(5) States not enlisting the minimum of 30 Soldiers for the platoon will not have a recognized buddy platoon. States are authorized to combine Soldiers to ensure fill of a buddy platoon.

(6) Gender composition of 50/50 male/female is required at Fort Jackson.

c. Buddy Platoon escorts:

(1) The purpose of the Buddy Platoon escort is to assist ARNGUS during the movement from home station until entry into the BT and/or OSUT company at the training center. The escort must be available to help resolve any and all problems that may surface during the travel and in processing portion at the MEPS and the reception station at the training center.

(2) The escort should be a senior NCO or warrant officer who will remain with the Buddy Platoon during the in-processing phases at both the MEPS and training center.

(3) The escort should be a Soldier with experience in personnel records and the enlistment process and presents a neat and Soldierly appearance.

(4) Escorts will hand carry the Buddy Platoon Soldiers' records to the training center.

- (5) Funds to support the escort will be identified as a requirement on the State-operating budget under AMSCO 3140.52. Guidelines for computation of requirements are:
- (a) One escort per platoon for 4 days.
  - (b) Request will include pay, allowances, transportation, and per diem.
  - (c) Allocation of funds will be made after approval of buddy platoons and will be transmitted to the States through National Guard Comptroller.
  - d. Administrative requirements.
- (1) States will provide a complete by name roster of all Buddy Platoon Soldiers to the ARNGUS Liaison NCO (LNCO) no later than three weeks prior to the scheduled reporting date at the reception battalion.
- (2) States will provide one copy of orders per Soldier in each platoon to the ARNGUS LNCO. The orders may be sent with the escort or separately, when published.

#### **4-8. Orders and related details**

- a. Orders published by the States will be IAW NGR 310-10.
- b. Orders published by MEPS will be in accordance with USMEPCOM Regulation 601-19.
- c. Orders will be published in sufficient time to reach the Soldier at least 30 days prior to the reporting date.
  - (1) Orders will be hand delivered to the Soldier when possible.
  - (a) When orders cannot be hand delivered, they will be sent by certified mail, return receipt requested.
  - (b) Mail refused, unclaimed, or otherwise not delivered, may not be used as a defense against being ordered to IADT when correctly addressed to the latest official mail address furnished to the unit by the member.
  - (c) Absence of proof of delivery or return of the unopened envelope does not alter the fact that the Soldier was properly ordered to IADT.
  - (2) Orders will contain the MOS and, if applicable, the SQI and ASI in which the Soldier enlisted. Two alternate MOS choices, for which the Soldier may qualify, will also be stated on the orders for MOS training. Soldiers who do not satisfactorily complete the MOS training for which enlisted will be required to accept training in an alternate MOS.
  - (3) When published, one copy of orders will be mailed to the appropriate ARNGUS LNCO.
- d. Soldiers will remain assigned to their ARNGUS units and attached to the training center for IADT.
- e. For convenience, the name(s) and commercial telephone number(s) of the ARNGUS LNCO will be written on a copy of the orders provided to the Soldier.
- f. States should provide servicing MEPS authorization to publish orders directing Soldiers to enter IADT. Orders will cite 10 USC 12301(d) as the authority. The ARNGUS MEPS GC may be the delegated authority of the Assistant AG for endorsing MEPCOM orders to correct administrative errors.

#### **4-9. Pay grade upon entry on IADT**

- a. Grade on entry on IADT will be the grade held as of the reporting date for IADT.
- b. Prior to entering Phase II IADT, Soldiers will be screened to determine current grade. If a Soldier has been advanced since IADT and orders were published, the DA Form 4187 (Personnel Action) showing correct grade will be attached to the orders. Soldiers arriving at the installation without DA Form 4187 showing the correct grade will not be properly paid.
- c. DA Form 2-1 will be posted to show the correct rank.

#### **4-10. Records screening**

- a. The MEPS will forward the Soldier's enlistment packet to the State AG.
- b. The state representative will screen enlistment packets for enlistment and MOS training qualifications. If screening results in a change of training, the new training will still be accomplished within the time frames established in Paragraph 4-4. If screening reveals the Soldier is not qualified, the State AG will initiate discharge action. Existing training reservations will be canceled.

#### **4-11. Physical and moral screening (prior to departing for IADT)**

- a. Physical screening. Unit commanders or ARNGUS MEPS GC will ensure that all Soldiers are screened and procurement standards of AR 40-501 are met if the physical examination was conducted more than 96 hours preceding entry on IADT (NPS/Through-Ticket and/or Phase I and II, Split Training Option). At a minimum, height, weight, and a visual check for casts on the body, braces, or other medical defects will be made. Arrangements will be made for females to take a pregnancy test during this time. If a Soldier does not meet the physical standards, the REQUEST reservation will be canceled and a complete evaluation will be accomplished by qualified medical personnel. Discharge overweight Soldiers if they have met their maximum entry periods of 270 or 360 days.
- b. Moral screening. Unit commanders or ARNGUS MEPS GC will ensure that the Soldier meets moral requirements, (e.g., Soldier is not currently involved with police authorities, civil action, or other actions that would preclude the Soldier from meeting procurement standards). Being flagged disqualifies entry into IADT. Being on probation disqualifies entry into IADT.
- c. Reference para 4-23b (1) (b), AR 135-91. A female who becomes pregnant prior to entry on IADT will not be scheduled for IADT until at least **six weeks and medical clearance from OBGYN** after termination of pregnancy. Upon release from postnatal care, she will provide a physician's statement indicating whether she is physically able to enter on IADT.

#### **4-12. ENTNAC Processing**

a. A Soldier will not ship to IADT without favorable ENTNAC results. If the automated ENTNAC has been submitted, the Soldier has not been involved in any law violations, there was no felony offense reported (regardless of the disposition), and possible match has not been received, results of the automated ENTNAC have not been received, and fifteen days have elapsed since submission, the state has the authority to ship the Soldier to training by annotating in the remarks section of DD Form 1966 the date, name and grade of the approval authority for shipment.

b. If the automated ENTNAC is returned with a possible match, a manual ENTNAC must be submitted. The only three exceptions are:

- (1) The sex is different between the ENTNAC and the match.
- (2) The race is different between the ENTNAC and the match.
- (3) There are ten or more year's difference in the date of birth between the ENTNAC and the match.

c. If any of the three exceptions appear on the possible match, the state has the authority to ship the Soldier to training, but must annotate the remarks section of the DD Form 1966 as stated above. If none of the exceptions appear on the possible match, the state will determine if the offenses listed warrant further investigation by requesting a manual or expanded ENTNAC. If so, a manual ENTNAC will be requested and Soldier will not be shipped to training until results are received. If the report contains enough information to determine the Soldier is unsuitable for retention, and Soldier admits to the charges, he/she should be immediately processed for separation for fraudulent entry.

d. If a manual ENTNAC has been submitted at time of enlistment and Soldier meets the criteria of paragraph a above, and 30 days have elapsed, the state has the authority to ship the Soldier to training

e. Soldiers arriving at the training installations, without favorable results in their file or TAG authority to ship annotated on the DD Form 1966, will be returned to the state.

#### **4-13. Composition of enlistment packet**

a. NPS (Through-ticket) and Phase I, Split Training Option. MEPS will prepare enlistment packets in accordance with MEPCOM regulations and enlistment criteria.

b. Phase II, Split Training Option. The items required for Soldiers entering AIT/Phase II are also identified in the enlistment criteria. In addition, the following items will be included:

- (1) DA Form 201 (Military Personnel Records Jacket).
- (2) DA Form 2-1 (Personnel Qualification Record, Part II).
- (3) DA Form 5286-R (Training Record).
- (4) DA Form 348 (Equipment Operator Qualification Record), if applicable.
- (5) DA Form 705 (APFT Score Card).
- (6) DA Form 3645, and 3645-1 (Organizational Clothing and Individual Equipment Record), 4886 and 4886-1 (Personnel Clothing Record), as appropriate.
- (7) DA Form 5960 (Authorization to Start/Stop BAQ), if appropriate.
- (8) All medical and dental records. Health records will be filed in accordance with

AR 40-66.

- (9) DA Form 220 (Record of Completion of BT)

c. The unit commander and ARNGUS MEPS GC will screen the items of Soldiers entering AIT/Phase II to ensure all items are present; however, the unit commander is primarily responsible for the completeness of the packet.

Instructions for preparation of items:

- (1) Do not include excess copies of documents. Maintain these in unit file until the Soldier returns from AIT/Phase

II.

- (2) Screen the MPRJ and Health and Dental Records to ensure documents are filed correctly.

- (3) Ensure all documents are legible and not mutilated.

(4) Originals of personal documents will not be included in the records. These documents will be given to the Soldier.

(5) Conduct a "showdown" inspection of all military clothing to ensure all items issued during Phase I are taken to Phase II.

d. Place one copy of the orders on the outside of each envelope being hand carried by the Soldier, group leader or Buddy Platoon Escort to the training center. Soldier's hand carrying records will be instructed regarding responsibility to safeguard packets while in transit, and ordered to turn them in unopened at the training battalion.

#### **4-14. Soldier information**

##### **ARNGUS MEPS Guidance Counselors will advise Soldiers who will attend IADT of the following:**

a. Carry sufficient funds in case of transportation delays and for incidental expenses and local travel. The Soldier should have at least \$50 and an ATM in their possession prior to departure for MEPS.

b. Take sufficient clothing and toiletries for several days.

c. USO, Travelers Aid, military travel representatives, and the American Red Cross are available at many airports and train stations to assist Soldiers with valid problems and emergencies.

d. Keep their records in their hands or immediate possession at all times because a loss will result in a delay in entering any phase of IADT and the processing of pay actions.

e. Carry a copy of their orders in their wallet in case their records are lost or stolen. Ensure copy has the name of their unit commander or Unit Administrator (UA), unit phone number, and the name of the ARNGUS LNCO at the training center. Soldiers will be advised to know the name of their unit, unit commander, First Sergeant, and UA.

f. Carry an original Social Security Card (SSN) at the time of departure. During the ship Pre Enlistment Interview (PEI) MEPCOM will check the SSN card or printout from SSA. Soldiers will not be allowed to ship without the SSN card or printout from SSA. Prior Service and Days of Service (DOS) processors will be allowed to ship with a DD Fm 214 or NGB Fm 22 in lieu of the SSN card.

#### **4-15. Processing defects**

Soldiers are returned from IADT if they are found not fully MEPS processed, failed to return to MEPS for a physical inspection, or if they do not have a validated training quota on the REQUEST System.

#### **4-16. Complaints**

a. During IADT, complaints by ARNGUS Soldiers will be handled in accordance with appropriate Army regulations. If the complaint is of a nature that the NGB, State, or parent unit must be involved, the ARNGUS LNCO will be the point of contact for the Soldier. Parent unit problems will be forwarded through the State.

b. Units will not contact the training center/ARNGUS LNCO directly. All inquiries will be made through the State IADT Manager.

c. Soldiers returning to State control with complaints that were not properly handled during IADT should report the circumstances to their unit commander. Unresolved complaints that warrant further investigation will be fully documented by the unit commander and forwarded through command channels to the State AG for appropriate action.

#### **4-17. Hospitalization and/or medical care**

The ARNGUS LNCO is responsible for ensuring that an appropriate LOD determination and/or medical care Memorandum of Instruction is accomplished prior to IADT separation, and that the documents are transferred to the State, especially when the Soldier requires further treatment or medical prescriptions are involved. See AR 40-3 and AR 135-381. The counseling required by AR 135-381 must be documented and is imperative particularly in those cases when a Soldier is injured in the line of duty.

#### **4-18. Uniform Code of Military Justice (UCMJ)**

ARNGUS Soldiers on IADT are subject to the UCMJ effective on date of entry on authorized travel status through the last day of authorized active duty.

#### **4-19. Rights and benefits**

a. ARNGUS Soldiers on IADT are entitled to most of the rights and benefits available to Soldiers of the active Armed Forces. Upon completion of IADT, some benefits under Department of Veterans' Affairs (DVA) may not be available. Soldiers should contact the local DVA office for assistance.

b. See AR 40-121 for dependent medical and dental care entitlements.

c. See AR 635-40 in the event of physical disability of the Soldier while on IADT.

d. See AR 600-8-1 in the event of death of the Soldier while on IADT.

e. Employed Soldiers are entitled to a leave of absence to attend IADT. Upon release from IADT, the Soldier is entitled to reemployment by the former employer if application is made within 31 days following release from IADT (IAW 38USC4312).

#### **4-20. DD Form 220**

Upon completion of Phase I, Split Training Option (STO), (if applicable), the Soldier will be issued DD Form 220 in lieu of DD Form 214 in accordance with AR 635-5. A DD Form 220 is also issued to CASP personnel if they are not authorized issuance of DD Form 214.

#### **4-21. DD Form 214**

Upon completion of the entire IADT period, and having been awarded a MOS, the Soldier will be issued DD Form 214. Distribution of DD Form 214 is made in accordance with AR 635-5, Table 3-1.

**Section I**  
**Abbreviations**

**ABCMR**

Army Board for Correction of Military Records

**AC**

Active Component

**AD**

Active Duty

**ADSW**

Active Duty for Special Work

**ADT**

Active Duty for Training

**AFCT**

Armed Forces Classification Test

**AFQT**

Armed Forces Qualification Test

**AFS**

Active Federal Service

**AG**

Adjutant General

**AGR**

Active Guard Reserve

**AHSCH**

Alternate High School Credential Holder

**AIT**

Advanced Individual Training

**AMOS**

Additional Military Occupational Specialty

**ANG**

Air National Guard

**APFT**

Army Physical Fitness Test

**AR**

Army Regulation

**ARISS**

Army Recruiting Information Support System

**ARNG**

Army National Guard

**ASVAB**

Armed Services Vocational Aptitude Battery

**AT**

Annual Training

**ARNGUS**

Army National Guard of the United States

**ASI**

Additional Skill Identifier

**AUVS**

Automated Unit Vacancy System

**AWOL**

Absent without Leave

**BESD**

Basic Enlisted Service Date

**BT**

Basic Training

**CASP**

Civilian Acquired Skills Program

**CES**

Cumulative Enlisted Service

**CF**

College First

**CIHSJR**

Currently in High School Junior

**CMF**

Career Management Field

**CNGB**

Chief, National Guard Bureau

**CONUS**

Continental United States

**CPMOS**

Career Progression MOS

**CSM**

Command Sergeant Major

**DA**

Department of the Army

**DARNG**

Director, Army National Guard

**DAT**

Drug and Alcohol Test

**DCPC**

Direct Combat Probability Code

**DDARNG**

Deputy Director, Army National Guard

**DEERS**

Defense Enrollment Eligibility Reporting System



<b>DEP</b> Delayed Entry Program	<b>FTNGD</b> Full-Time National Guard Duty
<b>DLI</b> Defense Language Institute	<b>FTUS</b> Full-time Unit Support Staff
<b>DFR</b> Dropped from the Rolls of the Army	<b>FY</b> Fiscal Year
<b>DIA</b> Defense Intelligence Agency	<b>GC</b> Guidance Counselor
<b>DIS</b> Defense Investigative Service	<b>GCR</b> Guidance Counselor Review System
<b>DLIELC</b> Defense Language Institute English Language Code	<b>GEMR</b> Guard Electronic Medical Record
<b>DMDC OR RDMS</b> Defense Manpower Data Center	<b>GNPS</b> Glossary Non-prior Service
<b>DOB</b> Date of Birth	<b>HQ</b> Headquarters
<b>DOD</b> Department of Defense	<b>HQDA</b> Headquarters, Department of the Army
<b>DODMR</b> Department of Defense Medical Review	<b>HOR</b> Home of Record
<b>DOR</b> Date of Rank	<b>HRC (formerly PERSCOM)</b> Human Resources Command
<b>EAD</b> Extended Active Duty	<b>HSDG</b> High School Diploma Graduate
<b>ECLT</b> English Comprehension Level Test	<b>HSSR</b> High School Senior
<b>ENTNAC</b> Entrance National Agency Check	<b>IADT</b> Initial Active Duty for Training
<b>EPM</b> Enlisted Personnel Manager	<b>IAW</b> In Accordance With
<b>EPS</b> Enlisted Promotion System	<b>IDT</b> Inactive Duty Training
<b>EPMS</b> Enlisted Personnel Management System	<b>IET</b> Initial Entry Training
<b>EPSQ</b> Electronic Personnel Security Questionnaire	<b>IRR</b> Individual Ready Reserve
<b>EQRB</b> Enlisted Qualitative Retention Board	<b>ISR</b> In-Service RRNCOs
<b>EST</b> Enlisted Screening Test	<b>JFHQ</b> Joint Force Headquarters
<b>ETS</b> Expiration of Term of Service	<b>LIC</b> Language Identification Codes
	<b>LNCO</b> Liaison Noncommissioned Officer

**LOD**

Line of Duty

**LPN**

Licensed Practical Nurse

**MDRB**

Medical Duty Review Board

**MEB**

Medical Evaluation Board

**MEPS**

Military Entrance Processing Station

**MOCS**

Military Occupational Classification and Structure

**MOS**

Military Occupational Specialty

**MOSC**

Military Occupational Specialty Code

**MPMO**

Military Personnel Management Officer

**MPRJ**

Military Personnel Records Jacket, U.S. Army

**MS**

Military Science

**MSO**

Military Service Obligation

**MTOE**

Modified Table of Organization and Equipment

**MTF**

Military Treatment Facility

**MTT**

Mobile Training Team

**NAC**

National Agency Check

**NCO**

Noncommissioned Officer

**NDCC**

National Defense Cadet Corps

**NGB**

National Guard Bureau

**NGR**

National Guard Regulation

**NHSG**

Non-High School Graduate

**NPS**

Non-prior Service

**ODCSPER**

Office of the Deputy Chief of Staff for Personnel

**OPM**

Office of Personnel Management

**OSUT**

One Station Unit Training

**PEB**

Physical Evaluation Board

**PEBD**

Pay Entry Basic Date

**~~PERSCOM~~ Changed to-HRC**

U.S. Total Army Personnel Command

**PMDQ**

Permanent Medical Disqualification

**PMOS**

Primary Military Occupational Specialty

**POW**

Prisoner of War

**PRP**

Personnel Reliability Program

**PS**

Prior Service

**PSC**

Personnel Service Center

**RA**

Regular Army

**RC**

Reserve Components

**RCCC**

Reserve Component Career Counselors

**RECBN**

Reception Battalion

**RE**

Reenlistment Eligibility

**ROTC**

Reserve Officers' Training Corps

**RRM**

Recruiting and Retention Manager

**RSP**

Recruit Sustainment Program

**SA**

Secretary of the Army

**SIB**  
SIDPERS Interface Branch

**SIDPERS**  
Standard Installation/Division Personnel System

**SJA**  
Staff Judge Advocate

**SMOS**  
Secondary Military Occupational Specialty

**SMP**  
Simultaneous Membership Program

**SP1**  
Split Training Option, Phase 1

**SP2**  
Split Training Option, Phase 2

**SPD**  
Separation Program Designator

**SPMD**  
Support Personnel Management Document

**SQI**  
Special Qualification Identifiers

**SRB**  
Selective Reenlistment Bonus

**SRIP**  
Selected Reserve Incentive Program

**SRP**  
Selective Retention Program

**SQI**  
Special Qualification Identifier

**SSN**  
Social Security Number

**STARC** Changed to JFHQ  
State Area Command

**STO**  
Split Training Option

**SWAR**  
Split without AIT Reservation

**TCO**  
Test Control Officer

**TDA**  
Table of Distribution and Allowances

**TIMIG**  
Time in Grade

**TIS**  
Time in Service

**TJAG**  
The Judge Advocate

**TPU**  
Troop Program Unit

**UCMJ**  
Uniform Code of Military Justice

**UIC**  
Unit Identification Code

**U.S.**  
United States

**USC**  
United States Code

**UTA**  
Unit Training Assembly

**VA**  
Veterans Administration

**WCP**  
Weight Control Program

**WTC**  
Warrior Training Course

## Section II Terms

\*The terms used in this glossary are intended specifically for use with this regulation and do not provide absolute congruency with other regulations.

(See AR 310-25 for list of official Army Terms)

**Active Army (AA)** - Active Army refers specifically to the United States Army and consists of:

- Officers and Enlisted Soldiers of the United States Army serving on active duty in the end strength of the Army.
- Officers and enlisted members of the Army National Guard of the United States who serve on active duty (other than for training); These members serve on active duty under the auspices of either/or Titles 10 USC and are not accessed to the strength of the United States Army.
- Officers and enlisted Soldiers of the Army National Guard of the United States pursuant to call by the President of the United States.
- All persons appointed, enlisted, or inducted into the United States Army without a specified component.

**Active Duty (AD)** -- means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. (FTNGD).

- The initial period of training required by 10 USC, 511 and 671 for enlisted members of the ARNGUS.
- Training conducted outside the boundaries of the Continental United States while serving as a member of the Army National Guard of the United States.
- Special tours of ADT or AGR authorized and conducted under the auspices of 10 USC, Section 12. For example: A 3-year AGR tour at an active Army installation.
- Special tours of ADT authorized and conducted under the auspices of Title 32 USC. For example: A 3-year AGR tour performed within a specific State.

**Active Guard/Reserve (AGR)** -- active duty or full-time National Guard duty performed by a member of a reserve component of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard, pursuant to an order to active duty or full-time National Guard duty for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the reserve components. Military personnel on full-time National Guard duty or on AD (other than-for training or active duty in the AC) for 180 days law as the United States Air Force. The term "United States Army" will be used in preference to the term "Army of the United States." The United States Army includes the Regular Army, the Army National Guard of the United States, and the Army Reserve; all persons appointed, enlisted, or inducted in the Army without specification of component; and all persons serving in the Army under call or conscription under any provision of law, including members of the National Guard of the States, Territories, and the District of Columbia, when in the

service of the United States pursuant to call as provided by law.

**Additional MOS (AMOS)** - Awarded MOS other than primary or secondary MOS.

**Adjutant General** -- The Adjutant General of all States/Commonwealths, Puerto Rico, The US Virgin Islands and the Commanding General of Rhode Island and the District of Columbia.

**Administrative separation** -- Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army or by law. Separation by sentence of a general or special court-martial is not considered administrative separation.

**Army National Guard (ARNG)** -- That part of the organized militia of several States and Territories, Puerto Rico, and the District of Columbia active and inactive, that is --

- A land force
- Trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution
- Organized, armed, and equipped wholly or partly at Federal expense; and
- Federally recognized

**Army National Guard of the United States** - A reserve component of the Army, all of whose members are members of the Army National Guard. The ARNGUS consists of --

- Federally recognized units and organizations of the Army National Guard; and
- Members of the Army National Guard who are also Reserves of the Army

**Basic Enlisted Service Date (BESD)** - Date that reflects total of all periods of enlisted service, active and inactive, as a member of Regular and Reserve Components of the United States. Service not creditable for computation of base pay will not be counted. (Required for computation of enlisted service for promotion to grades SFC, MSG and SGM)

**Career Management Field (CMF)** - A manageable grouping of related MOSs that provides a visible and logical progression to SGM.

**Character or Service for Administration Separation** - A determination indicative of a Soldier's military behavior and performance of duty during a specific period of service. The three administrative characterizations are (1) Honorable; (2) Under Honorable Conditions (General Discharge); (3) Under other than Honorable Conditions.

**Continuous Active Duty** - Active Federal Service in any of the Armed Forces of the United States of more than 90 days without a break in service of more than 30 days.

**Contractually obligated soldier** – A Soldier who has completed his or her statutory service obligation and is serving on a contractual obligation or enlisted (appointed) under the circumstances in which a statutory obligation was not incurred.

**Contractual Term of Service** - The military service obligation incurred by completion of the oath of enlistment on an enlistment or reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation that is to be served in a unit of the Selected Reserve. Example: the 3 x 5 enlistment option required that 3 years be served in a unit of the Selected Reserve and the remaining 5 years be served in the Individual Ready Reserve (IRR).

**Defective Enlistment** - Soldier was qualified for enlistment, reenlistment, or immediate reenlistment, but not for the specific option contracted. Defective enlistments include:

- Minority (under age)
- Erroneous enlistment, reenlistment, extension
- Fraudulent entry
- Unfulfilled enlistment - Soldier was qualified for enlistment and option, but the Army cannot fulfill. This includes failure to train the Soldier within the IADT period established in this criteria.

**Delayed Entry Program (DEP)** - A program where Soldiers may enlist and who are assigned to the Army Reserve Control Group (Delayed Entry) until they enlist in the Regular Army.

**Dependent** - "Dependent" classifications provide clear rules that prevent enlistment of persons who have family financial responsibilities that would be difficult, if not impossible, to meet while a member of military service. The definitions do not apply for purposes of pay and allowances, medical care, exchange privileges, and other benefits. For the purposes of enlistment, the term "dependent" refers to:

- An unmarried natural, adopted, or stepchild under the age of 18 who resides with the applicant or
- Any person who is by law or in fact dependent upon the applicant for custodial and/or financial support.

**Defense Management Data Center (DMDC)** - A centralized system established and managed by DOD to provide all branches of the Armed Services enlistment eligibility information for prior service personnel.

#### **Direct Combat Probability Code (DCPC)**

(1) An ascending series of alphanumerical codes that indicate the relative risks of engaging in direct combat for military members serving in MTOE/TDA positions in the total Army. The code is based on MOS/SQI duties, mission of unit/activity, battlefield location, and doctrine. It does not consider risk of injury or death.

(2) Female Soldiers may not be assigned to P-I positions identified on MTOE. Codes O, W, and E on MTOE identify positions for males only.

(3) Codes V, L, and A identify positions for females only, and codes K, P, and I are interchangeable positions.

**Discharge** - Complete severance from State ARNG however, discharge from the ARNG does not necessarily end status as a Reserve of the Army. When reference is made to other than ARNG, the term "discharge" term indicates complete severance from all military status.

**Duty MOS** - The MOS that identifies the duty position to which a Soldier is assigned or attached. The MOS could be the same as PMOS, SMOS, AMOS or career progression MOS (CPMOS), and may have up to nine alpha and numeric characters.

#### **Education:**

##### **Currently In High School Junior (CIHSJR) -**

High school student who is currently enrolled in a traditional 12-year or grade-day program classroom of instruction and has completed the 10th grade.

##### **High School Senior (HSSR)**

High school student who is currently enrolled in a traditional 12-year or grade-day program classroom of instruction or entered into the ARNG Youth Challenge Program and is expected to graduate within 365 days.

##### **High School Diploma Graduate (HSDG)**

➤ Diploma or official certified copy of the transcript issued to an individual who has attended and completed a 12-year or grade day program of classroom of instruction. The diploma must have been issued from an accredited secondary education institution where the individual completed the school requirements.

➤ A secondary school diploma awarded based on attending and completing adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post-secondary institution. Diploma must have been issued as a result of classroom attendance and not issued solely based on a test.

➤ An individual who has attended an accredited post-secondary institution and has completed 12 semester hours or 22 quarter hours of college level credit or 675 clock hours from a post-secondary vocational-technical (VOTEC) institution.

##### **Alternate High School Credential Holder (AHSCH)**

➤ State or locally issued secondary diploma (GED) issued solely based on such equivalency testing. A GED issued under these conditions is not considered a high school diploma.

➤ Certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. An applicant in this category must have completed at least 11 years of a traditional grade day course of instruction.

➤ Secondary diploma or certificate issued upon completion of correspondence school work, regardless of whether the diploma was issued by correspondence, state, secondary, or post-secondary educational institution.

➤ General Equivalency Diploma (GED) issued from an ARNG Youth Challenge Program. Applicants must have graduated from the Youth Challenge Program and successfully passed the GED requirements.

➤ Secondary school diploma or certificate typically awarded by a parent or guardian certifying that an

individual has completed their secondary education at home.

**Enlistee** - An individual who voluntarily enrolls as a member of an Armed Forces or a Reserve component of an Armed Force for a period of enlistment by taking the Oath of Enlistment and signing the applicable portions of the DD Form 4-Series.

**Enlistment** - The voluntary enrollment in an Armed Force or a Reserve component of an Armed Force as contracted with induction. In the ARNG, an original or first voluntary term of military service in the ARNGUS consummated by subscription to the oath of enlistment (DD Form 4 series). Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel with or without prior service or in any of the other U.S. Armed Forces except the Air National Guard (ANG).

**Entry Level Status** - The first 179 days of continuous active military service. For members of the Reserve Components, entry level status begins upon enlistment, and terminates:

- 180 days after the start of training (for Soldiers ordered to IADT in one continuous cycle).
- 90 days after the start of Phase II (for Soldiers ordered to IADT for the split or alternate training option).

**Erroneous Enlistment, Reenlistment or Extension** - An enlistment that would not have happened if all relevant facts had been known or if applicable regulations had been followed. It cannot be the result of fraud (See Fraudulent Entry).

**Expiration Term of Service (ETS)** - The scheduled date an individual's term of contractual military service will end.

**Extension** - The continuation of active ARNG service with the ARNG of the same State, territory, commonwealth, or district, accomplished by administration of and subscription to the oath of enlistment. Extension of enlistment is executed using DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

**Fraudulent Entry** - An applicant knowingly conceals facts that would have caused ineligibility for enlistment or reenlistment.

**Glossary Non-prior Service (GNPS)** - Persons who were previously separated from any US Armed Force, to include a reserve components, are classified as **GNPS if they have shipped to IADT and served between 1 and 179 days on active duty and** GNPS if they have served on active duty for less than 180 days and have not previously been awarded an MOS. (This includes applicants who were discharged from a "conditional" enlistment because of a positive pre-accession Drug and Alcohol Test (DAT). Applicants who are MOS qualified regardless of time on active duty are considered prior service.

**High School Education** - See "EDUCATION."

**Immediate Reenlistment** - The second or subsequent voluntary enrollment in the Armed Forces within 24 hours

of separation. Immediate reenlistment is executed using the DD Form 4-series (Oath of Enlistment /(re)enlistment)

**Improper Recruiting Practice** - One or more intentional acts, omissions or negligence in the performance of duty by a ARNG recruiting representative that:

- Violates law, regulation, directive, or policy.
- Occurs during the processing of a prospect or applicant for enlistment.
- Results in the enlistment or attempted enlistment of a person who does not meet established prerequisites for either initial enlistment or specific option/military occupational specialty for which enlisted.

**Inactive National Guard (ING)** - A continuing military status for those qualified officers, warrant officers, and enlisted persons prevented temporarily from participating in National Guard training. ING personnel continue in the Ready Reserve and are subject to order to active duty in time of war or national emergency as members of the Army National Guard of the United States. (See NGR 614-1)

**Inactive Duty Training (IDT)** - Authorized training performed by an ARNG Soldier other than AT, FITD, ADSW, FTNGD, IADT (1ET), ADT, AGR, TTAD, EAD, and AD. The term includes the following whether performed with or without pay.

- Regularly scheduled unit-training assemblies. b. Additional unit training assemblies.
- Additional training assemblies.
- Multiple unit training assemblies.
- Attendance at Army Reserve schools.
- Equivalent training, and any special additional duties authorized by an authority designated by the Secretary of the Army and performed by ARNG personnel in connection with the prescribed activities of the unit or organization.

**Individual Ready Reserve (IRR)** - Soldiers who are assigned to the following Army Reserve - Ready Reserve Control Groups: (AT), (Reinf), (OADO), (DEP), (Dual Component), and (ROTC).

**Initial Entry Training (IET)** - A term used to identify mandatory training each Soldier of the U.S. Army must complete upon initial entry into the service. IET is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The purpose of IET is to qualify a Soldier (officer) in a military specialty or branch. The term encompasses the completion of basic training and specialty or branch qualification while serving on active duty or active duty for training. For ARNGUS and Army Reserve Soldiers, it includes the completion of initial active duty for training (IADT), the officer basic course (OBC), and the warrant officer basic course (WOBC).

**Interstate Transfer Program** - NGB policy and procedures for transferring ARNGUS Soldiers from one state to another without separation.

**Juvenile Offender** - A person initially adjudged guilty of an offense by a domestic court of the United States or its territorial possessions, or by a foreign court. It does not matter whether a sentence has been imposed or suspended, or there are any subsequent proceedings in the case. The law of the jurisdiction of the court will

determine whether a given proceeding constitutes an adjudication of guilt. Adjudication as a juvenile offender also includes a juvenile delinquent, wayward minor and youthful offender.

**Membership** - Membership in the ARNGUS is acquired by the concurrent voluntary enlistment, reenlistment, and extension as a Reserve of the Army in the same grade.

**Military Entrance Processing Station (MEPS)** - A United States Armed Forces installation for administering physical and mental examinations of applicants to include completing administrative processing enlistment into the Armed Forces.

**Military Occupational Specialty (MOS)** - A three character identifier used to identify a grouping of duty positions possessing such close occupational or functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level of skill.

**Military Occupational Specialty Code (MOSC) -**

The nine-character code used in automated management systems and reports to identify MOS, skill level, special qualification, additional skill, and language identification. MOSC is used in authorization documents and as a guide for training, evaluation, and promotion.

**Military Service Obligation (MSO) -**

a. A person who becomes a member of an armed force shall serve in the Armed Forces of the United States for a total of 6 years if the obligation was incurred prior to 1 June 1984 (10 USC, Section 651 if the obligation was incurred on or after 1 June 1984 (Public Law 98-94), unless sooner discharged because of personal hardship, or involuntarily, under regulations prescribed by the Secretary of Defense. Any part of such service not served on active duty or active duty for training shall be performed in a Reserve Component.

b. Each person covered by (a) above who is not a Reserve, and who is qualified, shall upon release from active duty, be transferred to a Reserve Component of the Armed Force to complete the term of service required.

**Military Status** - Status as a member of the US Armed Forces (includes all Reserve components).

**Non-prior Service (NPS)** - Classification of an applicant who:

- has never been a member of the Armed Forces; or
- had an enlistment voided; or
- attended a Service academy but had no follow-on active service; or
- was discharged from the DEP with no follow-on active service; or
- ~~failed to ship and never entered IADT~~

**One Station Unit Training (OSUT)** – Initial entry training in which elements of BT and AIT are provided in the same unit, under one cadre throughout the total period of training. In OSUT, elements of BT and AIT either are integrated-provided simultaneously, or are nonintegrated-provided in distinct BT/AIT phases.

**Original Enlistment** - The first voluntary period of service as an enlisted member of the ARNGUS. The entry of a prior service 'enlistee' into the ARNGUS for the first time is considered an original enlistment.

**Primary MOS (PMOS)** - Awarded MOS that is most important to the Army in terms of training, experience, demonstrated qualifications, and Army needs. It is usually the MOS in which the Soldier is most proficient or on which the Army has invested training resources.

**Prior Enlistment or Period of Service** - Service in any component of an Armed Forces that ends with the issuance of a discharge certificate or certificate of service.

**Prior Service (PS)** - For enlistment purposes, an applicant who has been awarded an MOS or who has served more than 179 days of active duty as a member of the armed forces.

**Promotion Authority** - A commander who has the authority to promote enlisted members in accordance with NGR 600-200.

**Ready Reserve** - Selected Reserve and. Individual Ready Reserve (IRR) liable for active duty as prescribed by law. Members of the ARNGUS, (including the ING) remain members of the Ready Reserve throughout their period of service as provided by AR 135-91.

**Recruit Quota System (REQUEST)** - A real-time automatic data processing system whereby matching potential enlistee's qualifications to Army MOS requirements. It also provides quotas and training reservations for enlistees.

**Recruiting Official** - Includes recruiter, guidance counselor, career counselor, reenlistment NCO, strength maintenance NCO, retention NCO, and any other personnel that processes individuals for enlistment, reenlistment, immediate reenlistment, or extension in any component of the U. S. Armed Forces.

**Reduction Authority** - A commander who has the authority to reduce enlisted members in accordance with NGR 600-200.

**Reenlistment** – The reentry of an individual who:

- has had a break in ARNGUS service or
- has been discharged from one State to join the ARNGUS of another State (regardless of break in service) or
- is joining the ARNGUS from the ANG or
- is executing other than the original enlistment in the National Guard.

**Reenlistment Eligibility (RE) Code** – A unique service code assigned to service members at the time of separation/discharge. This code indicates the applicants' enlistment eligibility at the time of application into the US Armed Forces. These codes may also be referred to as "Reentry Codes."

**Regular Army (RA)** - A permanent major component of the US Army. The term is used to distinguish the RA from the other major components of the United States Army.

**Release from active duty** – Termination of active duty status and transfer or reversion to a Reserve component not on active duty, including transfer to the IRR.

**Reserve Components (RC)** – Refers to the Army National Guard of the United States, Army Reserve, Marine Corps Reserve, Navy Reserve, Air National Guard of the United States, Air Force Reserve, Coast Guard Reserve. The term "force" is sometimes substituted for the term "component."

**Reserve of the Army** – A member of the ARNGUS or the Army Reserve.

**Secondary MOS (SMOS)** - A MOS in a specialty different from the PMOS and does not progress to the PMOS (SFC and below). It is second in importance to the Army when evaluated in training, experience, demonstrated qualifications, and the Army's needs.

**Selected Reserve** - The Selected Reserve is defined as follows:

- Part of the Ready Reserve of each Reserve Component consisting of units and individuals that participate in paid training periods and serve on paid active duty for training.
- ARNGUS and Army Reserve Selected Reserve units and individuals that comprise of all ARNGUS Units, TPUs, IMAs, and full-time AD support personnel.
- Members assigned to Army Reserve TPUs or Army Reserve - Control Group (IMA).

**Separation** -- An inclusive term used in personnel actions to describe:

- release from active duty or
- discharge or
- retirement or
- dropped from the rolls or
- release from military control of personnel without a military status or
- release from unit status and transfer to the IRR.

**Separation Authority** - An officer authorized by regulation to take final action on specified separations.

**Simultaneous Membership Program (SMP) ARNGUS** - A voluntary officer training program that allows members to simultaneously serve in Advanced (MS III and MS IV) ROTC and in ARNGUS units as officer trainees. (See NGR 600-100).

**Skill Level** - A type and degree of skill representing the level of qualification within the total MOS. Under EPMS, it reflects the level of skill typically required for successful performance at the pay grades with which the skill level is associated. The lowest skill level used with any MOS to designate NPS and PS who are undergoing training for award of initial Army MOS.

**Soldier** - A member of the U. S. Army. This includes all personnel enlisted in any component of the Army, in active Federal service, or active duty for training, unless otherwise indicated or obviously inappropriate .

**Sole (Single) Parent** - Applicants (with dependents) who are:

- Unmarried, divorced, or legally separated; or
- Widowers/widows; or.
- Deserted by their spouse; (for a period established by state law) or
- Married to a spouse who is incarcerated; or
- Married to another member of the Armed Services to include Reserve components; (excluding IRR) or
- Married to applicant attempting to enlist at same time.

**Sole Surviving Son or Daughter** - Only remaining son or daughter in a family where the father, or one or more sons or daughters, as a result of serving the US Army Forces and who:

- Was killed in action or died in the line-of-duty
- from wounds, accident, or disease or
- Is in a captured or missing in action status or
- Is permanently 100 percent disabled as determined by the V A or one of the military services

**Split Training Option (STO)** - An enlistment option for those who cannot complete BT and AIT in one continuous cycle because of school or seasonal employment.

**Statutory Obligation** - A legal military service obligation of 8 years as established by Public Law 98-94 on or after 1 June 1984.

**Troop Program Unit (TPU)** – A TOE or TDA unit of the Army Reserve organization

**Unfulfilled enlistment** - Soldier was qualified for enlistment and option, but the Army cannot fulfill. This includes failure to train the Soldier within the IADT period established in this criteria.

**United States Army Reserve (Army Reserve)** - A Federal force consisting of individual reinforcements and combat, combat support, combat service support, and training type units organized and maintained. to provide military training in peacetime. Included is a reservoir of trained units and individual reservists to be ordered to active duty in: the event of national emergency.

**US Army Reserve Personnel Command (AR-PERSCOM)** – A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual Army Reserve Soldiers to provide trained Soldiers for mobilization. This agency commands the Individual Ready, Standby, and Retired Reserve and administers the Army Reserve AGR, and IMA programs.



**Unsatisfactory Participant** - A member who accrues nine or more unexcused absences from scheduled training assemblies within a 12-month period or failure to attend or complete the entire period of scheduled Annual Training. For counting unexcused absences, the 12-month period will begin on the date of the first absence and will end 12 months later. (See AR 135-91)